



STUDENT HANDBOOK

2013-2014

The Mississippi School for Mathematics and Science

<http://www.msms.k12.ms.us>

The Mississippi School for Mathematics and Science



Mailing Address:

1100 College Street

MUW-1627

Columbus, MS 39701

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Columbus, MS 39701

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

CEEB Code: 251-409

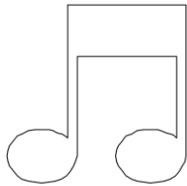
ACT Test Center Code: 219-100

SAT Test Center Code: 25108

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

MSMS Pledge

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



MSMS Alma Mater

*Verse 1: Hail to thee, our glorious Alma Mater
And to thee, we'll always be in debt.
The friendships we have made together
Will ne'er allow us to forget*

*Verse 2: Hail to thee, our glorious Alma Mater
Hail to thee, our dear old blue and white
The fires of knowledge we have gained here
Will lead us on into the light.*

*Verse 3: For some time we've labored long and weary,
But our hearts to you are ever true.
Hail to thee our glorious Alma Mater.
Hail to thee, our spirits dwell in you.*

EMERGENCY UPDATES STATUS INFORMATION ACCESS

Occasionally MSMS may delay its opening from an extended weekend or vacation period due to campus emergency or poor weather conditions in one or more areas of the state making it unsafe for students to travel. Information for MSMS closings can be obtained by calling one of the following numbers. When it is safe to return to campus, the announcement will give the “All Clear” message and state the time for residence hall openings, the resumption of classes, and office re-openings.

622-241-6411

662-241-6406

662-241-6431

RELEASE OF STUDENTS DURING EMERGENCIES

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

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AN INTRODUCTION TO MSMS

SCHOLARSHIP



CREATIVITY



COMMUNITY



SERVICE



GOVERNANCE



State Board of Education

Dr. O. Wayne Gann, Chair

Mr. Howell "Hal" N. Gage, Vice-Chair
Ms. Kami Bumgarner
Mr. William Harold Jones
Dr. John R. Kelly

Mr. Charles McClelland
Mr. Richard Morrison
Mrs. Martha "Jackie" Murphy
Mr. Simon F. Weir, II

State Department of Education

Dr. Lynn House, State Superintendent
Dr. Daphne Buckley, Assistant Superintendent for Quality Professionals & Special Schools

MSMS Administration

Dr. Germain McConnell	Executive Director
Ms. Shirley Ellis	Executive Assistant
	Director for Academic Affairs
Ms. Tanya Walker	Director for Student Affairs
Mr. Rick Smith	Director for School Advancement

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

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

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

CALENDARS

MSMS SCHOOL CALENDAR 2013-2014 (FALL SEMESTER)

August 3, Saturday	JUNIORS Arrive by 3:00 p.m.	Halls open at 8:00 a.m. JUNIORS must be in halls by 3:00 p.m. Orientation begins at 3:00 p.m.
August 6, Tuesday	SENIORS Arrive by noon Faculty Professional Development	
August 7, Wednesday	Opening Convocation 8:30 a.m./Faculty Contract Day Classes Begin	
August 9, Friday	Ceremony of Lights Practice 4:00 p.m.	
August 10, Saturday	ON CAMPUS WEEKEND	Planned activities for students
August 11, Sunday	Ceremony of Lights 6:30 p.m. Dinner served in cafeteria at 4:30 p.m.	
August 24, Saturday	Parents' Day/Faculty Contract Day	
August 31 – September 2, Saturday-Monday	Labor Day Holiday	Students dismissed at 2:45 p.m. Friday, August 30. Residence Halls close at 4:00 p.m. Friday. Students return to campus by 6:30 p.m. Monday, September 2. Halls open at 1:00 p.m.
September 3, Tuesday	Classes Resume	
September 21, Saturday	ACT	
October 5, Saturday	SAT	
October 9, Thursday	End of 1 st nine weeks	
October 12-14, Saturday-Monday	Extended Weekend	Students dismissed at 2:45 p.m. Friday, October 11. Residence Halls close at 4:00 p.m. Friday. Students return to campus by 6:30 p.m. Monday, October 14. Halls open at 1:00 p.m.
October 14, Monday	Faculty Contract Day	
October 15, Tuesday	Classes Resume 1 st Quarter Grades Due by 9:00 a.m. Collegeview, 5:30 p.m.	
October 16, Wednesday	PSAT(Tentative)	
October 21, Monday	1 st Quarter Report Cards Issued	
October 26, Saturday	ACT	
November 1, Friday	Preview Day 12:00 noon	
November 2, Saturday	SAT	
November 3, Sunday	Daylight Savings/Back 1 hour	
November 23 – December 1, Saturday-Sunday	Thanksgiving Holidays	Students dismissed at 2:45 p.m. Friday, November 22. Residence Halls close at 4:00 p.m. Students report back to campus by 6:30 p.m. Sunday, December 1. Halls open at 1:00 p.m.
December 2, Monday	Classes Resume	
December 7, Saturday	Winter Formal SAT	
December 12, Friday	Tutorial Day	
December 13-19, Friday - Thursday	1 st Semester Exams	
December 14, Saturday	ACT	
December 16-20, Friday - Thursday	1 st Semester Exams	
December 20, Friday	Grades due by 2:00 p.m.	Students dismissed after their last exam. Residence Halls close at 4:00 pm Friday, December 20. Grades due by 2:00 p.m./Faculty Contract Day
December 20, Friday	Make-up Exams	Students report back to campus by 6:30 pm Sunday January 5. Faculty report 8 am Monday, January 6. Halls open at 1:00 p.m.

CALENDARS

MSMS SCHOOL CALENDAR 2013 – 2014 (SPRING SEMESTER)

January 5, Sunday	Residence Halls open at 1:00 p.m. Students return by 6:30 p.m.	
January 6, Monday	Classes Resume	
January 8, Wednesday	2nd Quarter Report Cards Issued	
January 18-20, Saturday-Monday	Martin Luther King, Jr. Holiday	Students dismissed at 2:45 p.m. Friday, January 17. Residence Halls close at 4:00 p.m. Students return by 6:30 p.m. Monday, January 20. Halls open at 1:00 p.m.
January 21, Tuesday	Classes Resume	
January 25, Saturday	SAT	
February 8, Saturday	ACT	
February 15-17 Saturday-Monday	Extended Weekend	Students dismissed at 2:45 p.m. Friday, February 14. Residence Halls close at 4:00 p.m. Students return by 6:30p.m. Monday, February 17. Halls open at 1:00 p.m.
February 18, Tuesday	Classes Resume	
March 1, Saturday	Application Review Committee/Faculty Contract Day	
March 8, Saturday	SAT	
March 9, Sunday March 11, Tuesday	Daylight Savings/forward 1 hour End of 3 rd nine weeks	
March 15-23, Saturday-Sunday	Spring Break	Students dismissed at 2:45p.m. Friday March 14. Residence Halls close at 4:00 p.m. Students return by 6:30p.m. Sunday, March 16. Halls open at 1:00 p.m.
March 24, Monday	Classes Resume 3 rd Quarter Grades due by 9:00 am	
March 29, Saturday	Interview Day	
March 31 – April 12-13, Monday-Sunday	Pilgrimage/Tales from the Crypt	
April 1, Tuesday	Make-up Interview Day	
April 3, Thursday	Final Selection Committee Meets	
April 12, Saturday	ACT	
April 18-21, Friday-Monday	Easter Holidays	Students dismissed at 3:00 pm Thursday, April 17 Residence Halls close at 4:00 pm. Students return by 6:30 pm Monday, April 21. Halls open at 1:00 p.m.
April 22, Tuesday	Classes Resume	
April 26, Saturday	New Student Orientation	
May 3, Saturday	SAT Prom (Tentative)	
May 5 – May 16, Monday-Friday	AP Exams Offered	
May 7, Wednesday	SATP Tests	
May 14, Wednesday	Last Class Day/Honors Convocation - 4:30 p.m.	
May 15, Thursday	Tutorial Day/Graduation Practice	
May 16-21, Friday -Wednesday	Semester Exams	
May 22, Thursday	Make-up Exam Grades Due in Office by 2:00 p.m.	Students dismissed after their last exam. Residence Halls close at 4:00 p.m. on Wednesday, May 21.
May 24, Saturday	Graduation 11:00 a.m. Last Teacher Contract Day	

CALENDARS

COLLEGE TESTING CALENDAR ACT 2013-2014

Test Date	Registration Deadlines	
	Regular Registration Deadline	Late Registration (late fee required)
September 21, 2013	August 23, 2013	August 24 – September 6, 2013
October 26, 2013	September 27, 2013	September 28-October 11, 2013
December 14, 2013	November 8, 2013	November 9-22, 2013
February 8, 2014*	January 10, 2014	January 11 - 24, 2014
April 12, 2014	March 7, 2014	March 8-21, 2014
June 14, 2014	May 9, 2014	May 10-23, 2014
 TAKE NOTE *No test centers are scheduled in New York for the February test date.		

SAT 2013-2014

TEST DATE	Test	Registration Deadlines	
		U.S Regular	U.S Late
Oct. 5, 2013	SAT & Subject Tests	Sept. 6, 2013	N/A
Nov. 2, 2013	SAT & Subject Tests	Oct. 3, 2013	N/A
Dec. 7, 2013	SAT & Subject Tests	Nov. 12, 2013	N/A
Jan. 25, 2014	SAT & Subject Tests	Dec. 27, 2013	N/A
Mar. 8, 2014	SAT only	Feb. 9, 2014	N/A
May 3, 2014	SAT & Subject Tests	April 6, 2014	N/A
Jun 7, 2014	SAT & Subject Tests	May 8, 2014	N/A

ADVANCED PLACEMENT 2013-2014

TEST DATE	MORNING SESSION 8:00 AM	AFTERNOON SESSION 12:00 PM	AFTERNOON SESSION 2:00 PM
May 5, 2014	Chemistry Environmental Science	Psychology	N/A
May 6, 2014	Computer Science A Spanish Language	Art History	N/A
May 7, 2014	Calculus AB, Calculus BC	Chinese Language and Culture	N/A
May 8, 2014	English Literature and Composition,	Japanese Language and Culture Latin	N/A
May 9, 2014	English Language and Composition	Statistics	N/A
May 12, 2014	Biology, Music Theory	Physics B, Physics C: Mechanics	Physics C: Electricity and Magnetism
May 13, 2014	United States Government and Politics	Human Geography French Language and Culture	N/A
May 14, 2014	German Language and European History Culture, United States History	European History	N/A
May 15, 2014	Macroeconomics, World History	Microeconomics Italian Language and Culture	N/A
May 16, 2014	Human Geography, Spanish Literature and Culture	N/A	N/A
Coordinators are responsible for notifying students when and where to appear for the exams.			
<ul style="list-style-type: none"> Coordinators should contact AP Services if a student would like to take exams that are scheduled for the same slot. Early testing is not permitted under any circumstances. 			

CALENDARS

MISSISSIPPI DEPARTMENT OF EDUCATION SUBJECT AREA TESTING CALENDAR

Testing Program	Description	Test	Test Date	Makeup Date*
Subject Area Testing Program	Retesters only	English II writing	Sept 16, 2013	Sept 23, 2013
		English II	Sept 17, 2013	Sept 23, 2013
		U.S. History	Sept 18, 2013	Sept 23, 2013
		Algebra I	Sept 19, 2013	Sept 23, 2013
		Biology I	Sept 20, 2013	Sept 23, 2013
Subject Area Testing Program	Primary administration for districts on 4 x 4 block schedule	English II writing	Oct 23, 2013	Oct 23, 2013
	First time test-takers	U.S. History	May 7, 2014	May 12, 2014
	Retesters from 2011-2012 testing			



BELL SCHEDULE

MSMS CLASS SCHEDULE

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

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

INTRODUCTION

LEGISLATIVE HISTORY

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

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



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

THE PRIVILEGE OF MSMS

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

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

INTRODUCTION

SETTING

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

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



PHYSICAL FACILITIES

- Hooper Science Building is the main academic building and also houses the Director for Academic Affairs and the Counseling Center offices for the Mississippi School for Mathematics and Science.
- The Shackelford Building houses an auditorium, social science and technology classrooms, distance learning and the visual arts studio.
- The Performing Arts Building houses instrumental performance, theatre, and choral music classes.
- Hogarth Student Center houses the cafeteria, MUW bookstore, and post office as well as the MSMS Office of Student Affairs, Office of Admissions and School Advancement. and MSMS Residential Life Counseling.
- The John Clayton Fant Memorial Library has collections of more than 250,000 books and periodical volumes. Other research sources include more than 300,000 volume equivalents in micro-format and subscriptions to more than 1,000 periodicals and 20 newspapers. There is also electronic access to more than 5,000 periodicals and newspapers.
- The Health Center is located in Eckerd Hall. A nurse practitioner is on duty between 8:00 a.m. and 4:00 p.m. to provide health service for MSMS students.
- Frazer Hall is a five-story, air-conditioned residence hall. Erected in 1964, it is used solely by MSMS male students.
- Goen Hall is a five-story, air-conditioned residence hall. Erected in 1964, it is used solely by MSMS female students.
- The Mary Wilson Home was erected in 1928. It houses the Office of Technology and the Office of the Executive Director.
- Stark Recreation Center opened in 2007, serving MUW, MSMS and the community. The Recreation Center houses basketball courts, racquetball courts, a walking track, pool, and weight room and is open to MSMS students according to an established schedule and guidelines for use.

INTRODUCTION

COST

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

Required Fees

Room & Board Fee \$500/semester
(This must be paid in one check or payment to the Executive Director's Office)

Activity Fee \$125
Dorm Copier/printer Fee \$ 20
Technology Fee \$ 40
Post Office Box Fee \$ 10
Total \$195

(These fees may be paid in one check or payment to Department of Student Affairs)

Graduation Fee \$140 (estimated)
(This fee must be paid to the Director of Academic Affairs).

Optional Fees

Parking Decal \$ 25
(This must be paid to the MUW Comptroller)

Refrigerator Fee

Up to 2.9 cu. ft. \$100
3.0 to 3.5 cu ft \$200

Personal Computer Fee/Device Fee\$ 15

The personal computer fee covers up to three network connected devices. This includes any device that is connected to the network, wired, or wireless. An additional fee must be paid for each additional device.

Window A/C Fee \$250

Window units are prohibited in Frazier Hall and may be used in Goen Hall only. MSMS reserves the right to request that a unit be turned off or removed.

(These fees of any combination can be paid by check to the Department of Student Affairs)

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

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

Graduation Fee

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

Technology Fee

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

Fees for Field Trips

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

Fees for Special Classes

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

Schedule for payment of fees

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

Non-refundable nature of fees

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

Fines and Penalties**Textbooks**

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

Library Books

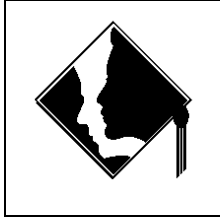
Students at MSMS are allowed to use MUW's Fant Memorial Library as well as the library at Mississippi State University. Students may check out books and other materials. Failure to return such materials promptly will result in the university's levying of fines up to and including the cost of replacement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

Non-Sufficient Funds

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



SCHOLARSHIP



CREATIVITY



COMMUNITY



SERVICE



**MISSION
&
PHILOSOPHY**

MISSION & PHILOSOPHY

MISSION

Our mission is to enhance the future of Mississippi by providing innovative learning experiences in a residential environment to meet individual needs of gifted and talented students and by providing quality educational leadership and aggressive outreach programs.

We believe that MSMS

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

PHILOSOPHY

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

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

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

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

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

MISSION & PHILOSOPHY

development of a strong value system along with a sense of social and community responsibilities will be encouraged.

The interweaving of all attributes that students and staff bring to MSMS will provide the foundation on which both the community and individual members can thrive.

GOALS

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

FAMILY INVOLVEMENT

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

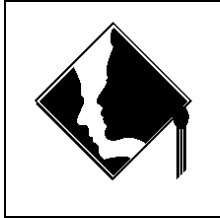
Together, the faculty and staff work with parents to help students reach their highest potential. This is achieved by requiring a family commitment as part of the decision to attend and remain at MSMS. This commitment is enhanced by a continuing and good relationship with the home and the family.

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

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

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

SCHOLARSHIP



CREATIVITY



COMMUNITY



SERVICE



GENERAL POLICIES

GENERAL POLICIES

SPIRIT OF THE HANDBOOK

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

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

COMMUNICATION OF HANDBOOK AMENDMENTS

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

PERMISSIONS & QUESTIONS

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

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

ADMISSIONS

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

- Submit all required sections of the admissions application to the MSMS Admissions Office on or before the application deadline.
- Be a current tenth grader with a minimum of twelve (12) Carnegie units of study upon the completion of the tenth grade, including specified required units.
 - For the Class of 2014: Required units include English I; English II; Algebra I; Geometry; Biology.
 - For the Class of 2015: Required units include English I; English II; Algebra I; Geometry; Biology and 2 of the 4 Social Studies units required for Graduation from Mississippi Public Schools.
 - For the Class of 2016: Required units include English I; English II; Algebra I; Geometry; Biology; ½ unit of Health; ½ unit of Physical Education; 1 unit of Computer Discovery, ICT II, or Keyboarding and Computer Applications; and 2 of the 4 Social Studies units required for Graduation from Mississippi Public Schools.
- Other courses that are strongly recommended before attending MSMS include: ½ credit in Comprehensive Health, Family and Individual Health, or Allied Health; and ½ credit in Physical Education. Recommended courses include 1 credit in Computer Discovery, or ½ credit in Keyboarding and ½ credit in Computer Applications; Mississippi Studies; Geography; and World History. These courses are required for graduation from Mississippi Public Schools, but are not included in the 13 required MSMS credits.
- Have a record of school performance that is above average in all subjects (mostly all As, few Bs).
- Have a record of school performance that is excellent in mathematics and science courses (mostly all As)



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- Demonstrate clear evidence of a strong interest in mathematics, science, and related areas such as electronics, research, computers, independent projects, etc.
- Have a strong desire to attend MSMS.
- Submit a ACT score. (score of at least 20 is recommended).
(All applicants must take the ACT no later than the December testing date).
- Undergo a personal interview if the applicant's packet receives a 9 or above (of a possible 15) by the Application Review Committee.
- Show proof of legal residency in Mississippi.
- Complete and sign a Declaration of Legal Residence form.

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

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

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

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

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

AHERA ASSURANCE

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

ANTI-BULLYING AND HAZING POLICY

The Mississippi School for Mathematics and Science strives to maintain a safe and civil learning environment for students to attain high academic achievement and to promote healthy human relationships. As a residential school, 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. The purpose of this policy is to assist The Mississippi School for Mathematics and Science in preventing and responding to acts of bullying, harassment, intimidation, violence, and other similar disruptive behavior.

GENERAL POLICIES

Policy:

Definition:

Bullying, hazing, or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on school property, 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 MSMS 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 their indirect behavior, condones or supports an act of bullying.

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

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's ability to take action based solely on an anonymous report may be limited.

All MSMS 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.

MSMS 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, MSMS officials or a designated third part 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.

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- 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 MSMS property and events.

ANTI-HARASSMENT

General statement of policy

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

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

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

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

The Mississippi School for Mathematics and Science shall act to investigate all complaints of harassment, formal or informal, verbal or written, and to discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

Definitions

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

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

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

Harassment can include any unwelcome verbal, written or physical conduct, which offends, denigrates, or belittles any individual because of any of the characteristics described above. Such conduct includes, but is not limited to unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti,

GENERAL POLICIES

innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written materials or pictures.

Examples of specific types of prohibited harassment are listed below.

- **Disability Harassment** includes harassment based on a person's disabling mental or physical condition and includes any unwelcome verbal, written or physical conduct, directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement, or interference with necessary equipment.
- **Marital Status Harassment.** Harassment on the basis of marital status is unwelcome, verbal, written or physical conduct, directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed mother or father.
- **National Origin Harassment** may include unwelcome, verbal, written, or physical conduct directed at the characteristics of a person's national origin, such as negative comments regarding surnames, manner of speaking, customs, language, or ethnic slurs.
- **Peer Harassment** includes, but is not limited to, unwelcome attention from peers or other individuals and includes such actions as name calling, threatening gestures, unwanted physical contact, vandalism of personal property, and filing a false complaint.
- **Racial and Color Harassment** can include unwelcome verbal, written or physical conduct directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking, and negative references to racial customs.
- **Religious (Creed) Harassment** may include verbal, written, or physical conduct directed at the characteristics of a person's religion or creed, such as derogatory comments regarding surnames, religious clothing, religious slurs, or graffiti.
- **Sexual Harassment** means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - (A) Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education or an individual's employment.
 - (B) Submission to or rejection of such conduct by an individual is used as a component of the basis for decisions affecting that individual.
 - (C) The conduct has the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment.

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

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Retaliation

It is a separate and distinct violation of this policy for any member of the school community to retaliate against any person who reports alleged harassment or against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment. It is possible that an alleged harasser may be found to have violated this anti-retaliation provision even if the underlying complaint of harassment is not found to be a violation of this policy. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for harassment. In addition, a person who knowingly makes a false report may be subject to the same action that The Mississippi School for Mathematics and Science may take against any other individual who violated this policy. The term "false report" refers only to those made in bad faith and does not include a complaint that could not be corroborated or which did not rise to the level of unlawful harassment.

Consequences

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

Reporting

Any school employee, who observes, overhears or otherwise witnesses harassment, which may be unlawful, or to whom such harassment is reported, must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

Reporting of Potential Physical and/or Sexual Abuse

Several behaviors listed as sexual harassment (i.e. sexual touching, grabbing, pinching, being forced to kiss someone, being forced to do something other than kissing, sexual assault) may also constitute physical or sexual abuse under certain circumstances. Such harassment or abuse is subject to the duties of mandatory reporting and must be reported by the Mississippi School for Mathematics and Science to the Mississippi Department of Human Services at the time the educator becomes aware of the suspected abuse. Such acts may constitute violations of the criminal laws of the State of Mississippi resulting in law enforcement investigation and possible criminal charges.

NONDISCRIMINATION

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

The Mississippi State Board of Education, the Mississippi Department of Education, the Mississippi School of the Arts, the Mississippi School for the Deaf, and the Mississippi School for Mathematics and Science do not discriminate on the basis of race, color, religion, national origin, sex, age or disability in the provision of educational programs and services or employment opportunities and benefits. The following office has been designated to handle inquiries and complaints regarding the non-discrimination policies of the above-mentioned entities:

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

GENERAL POLICIES

CHANGE OF ADDRESS

Permanent

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



Temporary

Occasionally parents must be away from home for business, vacation, etc. It is essential that the parent provide MSMS with the name, address and phone number of the person(s) to contact in case of emergency and how and where to locate parents during this time. Notification should be made in writing, and mailed or faxed to the Director for Academic Affairs.

CUSTODIAL ARRANGEMENTS/DESIGNATED GUARDIANS

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

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

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

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

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

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

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EMERGENCY SITUATIONS

During times of campus emergencies and/or emergencies due to inclement weather or other cause across the state, MSMS authorities will not release a student to leave school premises until it has been determined that conditions are safe for travel to his/her destination.



In order to determine when students should return to campus following an emergency or when hazardous weather/road conditions impact our state please call one of the numbers listed below as many times as necessary for updates. When it is safe to return to

campus, the announcement will give the “All Clear” message and state the time for residence hall openings, the resumption of classes, and office re-openings.

662-241-6411
662-241-6406
662-241-6431

If the campus is placed in “lockdown” in accordance with the school’s Safety/Crisis Plan, students will not be allowed to leave their assigned area until the Executive Director or designee is advised by the cooperating emergency authority of an “all clear” status. Parents/guardians are expected to cooperate with school administration when lockdown is imposed to ensure the safety of the MSMS community. A parent who insists upon removing his/her MSMS student from campus during this time does so knowing that the student may not be allowed to return.

RE-ADMISSION AS A SENIOR

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

RESIDENCY

(Also see Custodial Arrangements/Designated Guardian)

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

RIGHT TO PRIVACY

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

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Illustrative, exemplary, nonexclusive examples of the above include child abuse of any form, threats of suicide, threats to harm someone, anorexia, self-mutilation, substance abuse, etc.

Only information that is directly relevant to the purpose of which the disclosure is made should be revealed on a “need to know basis.” When in doubt, an individual must consult with the Executive Director or his/her designee as to the validity of an exception.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. They are:

- The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access.

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

- The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the Mississippi School for Mathematics and Science (MSMS) to amend a record that they believe is inaccurate or misleading. They should write the Executive Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the MSMS decides not to amend the record as requested by the parent or eligible student, the MSMS will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent of eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Mississippi Department of Education as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Mississippi Board of Education; a person or company with whom the Mississippi Department of Education has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request to officials of another school district or college in which a student seeks or intends to enroll the MSMS discloses educational records without consent. Any disciplinary actions affecting attendance is included in the student’s permanent record and cumulative folder. The MSMS will forward education records, including disciplinary records, to other schools or colleges in which the student seeks or intends to enroll.

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The MSMS discloses directory information regarding its students. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height or members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

A school is required to provide military recruiters names, addresses, and telephone listings of secondary students, unless the parent has opted-out of the disclosure as provided below.

The parent or eligible student has the right to refuse to let the MSMS designate any or all types of information about the student as directory information. The parent or eligible student must notify the Executive Director (or designee of the Executive Director) in writing within 14 days or receipt of this notice that he or she does not want any or all of those types of information about the student designated as directory information or disclosed to military recruiters.

The district may disclose directory information about former students without meeting these conditions.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-46058

SECTION 504 – RIGHTS OF INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices of the school. To ensure the school's compliance with Section 504, as it applies to students with disabilities, the following procedures have been adopted.

1. The 504 Coordinator (MSMS Director for Student Affairs) and counselors will seek to detect, by examining the records of current and incoming students, such conditions that might be substantially debilitating as described in Section 504 of the Rehabilitation Act of 1973. If the school has reason to believe that a student has a disability which substantially limits the student's major life functions the school shall convene a team of people who are knowledgeable of the student's educational needs to review and consider all pertinent information related to the suspected disability.
2. The 504 Committee will consist of the Director of Academic Affairs, the Director for Student Affairs, an academic counselor, and at least two faculty members. Involvement and input from parents and students will be sought and welcomed. After reviewing the case and determining that a substantially debilitating condition does exist, the committee will establish a 504 Plan, which outlines reasonable accommodations that can/will be made for the student.
3. The Mississippi State Board of Education, the Mississippi Department of Education, the Mississippi School of the Arts, the Mississippi School for the Deaf, and the Mississippi School for Mathematics and Science do not discriminate on the basis of race, color, religion, national origin, sex, age or disability in the provision of educational programs and services or employment opportunities and benefits. The following office has been designated to handle inquiries and complaints regarding the non-discrimination policies of the above-mentioned entities.

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

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WITHDRAWAL

Types of Withdrawal

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

Procedures

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

Students are required to leave the MSMS campus by 7:30 p.m. on the effective date of the withdrawal.

A student who has withdrawn is prohibited from returning to the campus or to any school function.

DRESS AND GROOMING

Dress and grooming standards are established to insure that the school climate reflects decency, safety, appropriateness, and a serious focus on learning. We recognize that fashions, styles, and trends evolve; therefore, the school reserves authority in matters which may arise and are not identified within this policy. MSMS staff

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reserves the right to request students to return to their residence hall to change if attire is deemed inappropriate or potentially disruptive to the educational process. Both Residential Life and Academic Affairs shall enforce this policy. The final authority regarding proper dress and grooming shall be the MSMS Administration.

The following standards must be followed AT ALL TIMES:

- 1) Undergarments must be worn and should not be visible; girls must wear bras; girls should wear slips under skirts/dresses made of thin fabric; boys may not go shirtless;
- 2) Footwear must be worn when outside the residence hall room;
- 3) Headwear of any kind and sunglasses may not be worn inside academic buildings, library, cafeteria, or at school sponsored programs that are held inside. In addition, headphones or any electronic listening device should not be worn during class or at school sponsored programs that are held inside, unless used by the teacher as a part of the learning activity.
- 4) Clothing may not contain slogans or images which are considered profane or vulgar, or promote tobacco products, alcohol, drugs, or gang affiliation, or considered insensitive to race, religion, sexual orientation, ethnicity or gender;
- 5) Clothing considered sleepwear/loungewear, pajama jeans and leggings without appropriate outerwear may not be worn outside the residence halls, or in the 1st floor lobby of the residence halls;
- 6) Clothing must provide adequate covering:
 - a) skirts, dresses, shorts, or similar attire must be of a length such that when the arm is extended in a relaxed position the tip of the middle finger rests upon the fabric of the garment rather than skin and must allow for stooping, bending, and sitting modestly, the appropriate length must be evident in the front and back;
 - b) muscle shirts, mesh/transparent tops, or low-cut tops are not permitted;
 - c) shirts/blouses should be long enough that, at all times, they meet the top of the pants or skirt or shorts so that midriff, lower back, and/or underwear are not exposed;
 - d) **Halters, strapless attire, and spaghetti straps are prohibited;**
 - e) clothing may not have holes, cuts, slits, rips, or tears that expose or nearly expose underwear;
- 7) Waistbands must be worn at the waist (no sagging pants);
- 8) Clothing, wigs, face paint and other items of attire that could be classified as "costumes" are not appropriate for general school wear.
- 9) Appropriate attire for the outside weather conditions must be worn. (For example: when the temperature is 40 degrees or below; shorts, short sleeve shirts, skirts above the knee (unless leggings or other attire are worn underneath), sandals or other open footwear are not appropriate.

When present in MSMS academic buildings, on field trips, or at MSMS assemblies or special events, these additional dress code rules apply.

- a) Skirts, shorts, or dresses that are no higher than two inches above the knees
- b) No athletic/running shorts
- c) Midriffs/lower backs/cleavage may not be exposed;
- d) Unconventional hair colors (such as blue, green, pink, and purple) are not allowed;
- e) Earrings, studs, or other items of adornment in pierced body parts other than the ear(s) are not allowed;
- f) Clothing that is torn, ripped, cut, or that has holes is not allowed.

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

It is necessary for students to come to MSMS prepared to dress appropriately for special events. To this end every student should bring one or two pair of dress khakis, pants, or



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Slacks (No jeans), one or two dress shirts or blouses, and appropriate dress shoes. (No tennis shoes will be considered dress shoes.) Additionally, males should have one or two nice ties and a sports coat if they do not have a

suitable jacket or coat. Females may substitute dresses for the above pants and blouse, but must remember to select dresses that are appropriate for different occasions and seasons and that meet the dress code as described above. **Learning to wear appropriate attire is important to every student's social development and in many instances their future success.**

SCHOLARSHIP



CREATIVITY



COMMUNITY



SERVICE



ACADEMIC PROGRAM

ACADEMIC PROGRAM

ACADEMIC PHILOSOPHY

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

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

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

ACADEMIC HONESTY

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

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

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

ACADEMIC/BEHAVIORAL PROBATION

The progress of MSMS students is monitored throughout the year. A Student Concerns committee meets each week (other than when the Academic/Behavioral Review Committee meets) to discuss actions that can be taken to assist students who are on probation or for students who may begin to struggle during the nine weeks. The Student Concerns Committee is comprised of administrators, counselors, staff, and faculty who want to attend the meetings. The Academic/Behavioral Review Committee meets every 9 weeks to determine the status of students who have been identified with academic and/or behavioral issues. Academic/Behavioral Review Committee consists of essentially the same individuals as the Student Concerns committee: administrators, counselors, staff, and faculty. The only difference is that faculty members must be present on the Academic/Behavioral Review Committee. Students will be placed on academic/behavioral probation and an Academic/Behavioral Intervention Report will be

ACADEMIC PROGRAM

devised and implemented as needed. Academic/Behavioral probation should in all cases be considered a supportive intervention and not a punitive measure. The purpose of the review will be to determine which students are not successful in their learning and/or living environment and to make recommendations for strategies to assist those students. Upon review of student data probationary status is assigned if a student:

- 1) has earned two or more failing grades during any nine week grading period;
- 2) has earned a semester grade of NC (no credit) in one course;
- 3) has earned one final grade of NC;
- 4) has more than one INC (incomplete) at the end of any 9 week grading period;
- 5) has not worked to his/her potential as reflected by grades, attendance and/or behavior;
- 6) has been recommended for consideration by a teacher, counselor, or parent.

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

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

Probation Policies and Conditions

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

Return to Home School

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

The Academic/Behavioral Review Committee is charged with the responsibility to evaluate student performance and make recommendations to the Executive Director regarding students' continued enrollment at the end of each semester, including re-invitation at the end of the junior year. It is the intent of the Committee to gather as much information as possible that has bearing on the performance of each student. While it is the desire of the Committee

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and the school that all enrolled students graduate from MSMS, sometimes the best help that can be given a student is to aid in a smooth transition to another learning environment.

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

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

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

Parents are expected to contact teachers at least four times per semester for progress report information. Parents are also asked to view their children's grades through Power School. A session will be held during orientation to assist parents with setting up their Power School accounts to allow them to receive weekly grade and behavioral reports.

ADDING AND DROPPING COURSES (see schedule changes)

ADVANCED PLACEMENT

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

Some other courses, although not carrying the AP designation, include advanced concepts from the AP curriculum. While students who master the material in these courses are generally prepared for the AP examination in that subject, extra review materials may be offered for students who wish to



ACADEMIC PROGRAM

further prepare. Students interested in preparing for the AP exam should discuss their plans early in the academic year with the appropriate teacher and their Academic Counselor.

Students passing an AP exam may receive college/university credit from some institutions. Successful completion of an advanced placement course offered by MSMS is not a guarantee that college credit will be granted. The cost for taking AP exams will be the responsibility of students and their parents.

ASSEMBLIES

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

ASSESSMENTS

Students must pass the subject area tests in Algebra I, U.S. History from 1877, English II and Biology I prior to graduation. State Board Policy IHF-2 [<http://www.mde.k12.ms.us/ACAD/osa>] outlines the graduation requirements for the Mississippi Subject Area Tests for the following circumstances: when a student has already earned a Carnegie Unit in a course prior to implementation of the new graduation policy, when a student enters a Mississippi public school from another state, private school, or home school, and retesting procedures for when a student fails to pass a required Subject Area Test.

Students who come from a public or private school or program (correspondence, tutorial, or home study) not accredited regionally or by a state board of education must take placement tests in English, Social Studies, Math and Science within 30 days of arrival at MSMS. Notice of the administering of such test(s) shall be given to the student not less than five days prior to the date of the administration of such test. {MS Code 37-15-33} (SB Policy IHF-2)

ATTENDANCE

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

The school implements procedures for monitoring and reporting student absences as specified in the Mississippi Compulsory Attendance Law. {MS Code 37-13-91} (SB Policy JBD)

Excused vs. Unexcused Absences

Absences from class are either excused or unexcused. Excused absences are given for illness (confirmed by a note from the MUW nurse or doctor), school-sponsored activities, court appearances, and other justified requests that receive prior approval from the Director for Academic Affairs. Requests to go home early before a break, for family vacations and reunions, etc. do not qualify. We recognize there can be circumstances where exceptions are appropriate. We welcome conversations with students and parents in this regard.



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

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

The Office of Academic Affairs has no jurisdiction over MUW classes and therefore cannot excuse students from those classes.

Requesting Pre-Arranged Absences

When a student needs to be absent from a class for an excusable reason, a pre-arranged absence form must be completed. Examples of pre-arranged absences are medical appointments, court appearances, scholarship interviews, and college visits for seniors. Every effort should be made to limit class absences for any reason.

PROCEDURE:

1. Parent or guardian must email, phone, or FAX the Academic Affairs Office at least 1 week prior to the anticipated absence (phone: 1-800-400-4656 or 662-329-7360; FAX 662-329-7205)
2. Provide the Academic Affairs Office with the following:
 - Reason for the requested absence
 - Date and time student will leave MSMS
 - Date and time student will return to MSMS
 - Method of transportation
3. Office personnel will prepare the pre-arranged absence form, secure the signature of the Director for Academic Affairs giving permission for the absence, and forward a final approved copy to the residence hall.
4. Within 24 hours of a student's return:
 - a. From a doctor's appointment, it is required that he/she bring to the Academic Affairs office verification from the doctor's office that the appointment was kept.
 - b. From a college visit, scholarship interview, etc. it is required that he/she bring to the Academic Affairs office official verification from the institution visited noting the date/time of the visit and signed by a representative of the institution.

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

Excused Absence from Class for Health Reasons

STUDENTS WHO BECOME ILL WHILE ON CAMPUS:

- A. A student who is ill and expects to be granted an excused absence from first and second period classes must inform the residence hall desk worker of their illness by 8:00 a.m. and go to the Health Center by 8:15 a.m., unless otherwise instructed by the office worker. In all cases of illness, students must inform the residence hall desk worker at once.

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1. The student is given a Health Center form to be returned to the residence hall indicating whether the student should (a) attend class, (b) be excused from class, or (c) be referred to an alternate health care provider.
 2. A student is not automatically excused from classes just by going to the Health Center by 8:15 a.m. There must also be substantiation from the nurse regarding the seriousness of the illness.
 3. A minor illness, (i.e., cramps, headaches, minor colds) is not considered a justifiable reason to miss class.
- B. At any time during the remainder of the school day (excluding classes prior to 8:30 a.m.) an excused absence from class will be granted providing the student has gone to the Health Center within one hour of the beginning of the class and has a substantiated illness. Before going to the Health Center the student must inform the residence hall desk worker and get a Health Center Form.
- C. Students who are excused for one or more classes due to illness shall not attend any school function, other than tutorials, and are expected to remain in the residence hall room except for meals (this includes Friday nights). In all cases, students excused from class attendance must receive permission to leave the residence hall. Students cannot attend tutorials or any other school function when confined to "bed rest" unless approval is obtained from the Hall Director on Duty.

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

STUDENTS WHO BECOME ILL AT HOME:

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

Tardiness and Unexcused Absences

Students are expected to be on time for all classes. Students who arrive after the beginning of class disrupt the learning of others and miss valuable instruction. During the first five days of the fall semester of each school year, students are allowed a period of adjustment to their schedules. After five days, students who are late to class will be sent to the Academic office where they will be issued a tardy. Students who are more than 30 minutes late to an academic class will receive an unexcused absence.

Consequences for Unexcused Absence

Beginning with the third day of the 2009-10 academic school year, the consequences for unexcused absence from an academic class will start.

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

Unexcused absences carry over from first semester to second semester.

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Consequences for Tardiness

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



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

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

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

AUDITING A COURSE

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

CELLULAR PHONES



Cellular phones may not be used for spoken and/or text communication while inside any academic building during school hours and must be in an “off” position if brought into the building. Cellular phones are not to be used during study hours. Students are advised to inform family members and friends of their class schedule so that phone communication can be scheduled outside of class/study time. In case of emergency during the academic day a parent or guardian should call the Office of Academic Affairs and ask that the student call home immediately. In case of emergency during study hours the parent or guardian should call the student’s dormitory and ask that the student call home

immediately. Students are requested to respect the rights of others by turning off all electronic devices during assemblies and special performances.

CLASSROOM MISBEHAVIOR

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

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CLUBS AND ORGANIZATIONS

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

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

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

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

COLLEGE TESTING PROGRAM

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

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

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

COLLEGE VISITS AND OTHER PRE-ARRANGED ABSENCES

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

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

1. Parent or guardian must phone or FAX the Academic Affairs Office at least 1 week prior to the anticipated absence (phone: 1-800-400-4656 or 662-329-7360; FAX 662-329-7205)
2. Provide the Academic Affairs Office with the following:
 - Reason for the requested absence

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

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

COPIER USE

Students are not allowed to use the copier in Hooper. Copiers in the residence halls are for student use for school purposes only.

CORRESPONDENCE/VIRTUAL SCHOOL COURSES

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

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

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ACADEMIC/COLLEGE COUNSELING

Introduction

The Academic/College Counseling Center at MSMS, under the direction of the Director of Academic Affairs, provides a variety of services for the entire MSMS community. The staff includes two academic counselors and a person in charge of records and transcripts. Located on the first floor of Hooper, adjacent to the main office, Counseling Center offices are open Monday through Friday, 7:30 a.m. to 5:00 p.m. The counselors are available to both students and staff at other times by appointment or in the event of an emergency. A residential counselor is also available to students by appointment, during day and evening hours, or in the event of an emergency.



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

Objectives and Program

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

1. Encouraging and supporting students' efforts to develop themselves holistically, with an appropriate focus on their intellectual, social, physical and emotional development. This is consistent with the Wellness focus emphasized throughout the MSMS community.
2. Assisting students to utilize their abilities effectively, both inside and outside the classroom. Beginning in August and continuing throughout the year, programs are provided to assist students in developing their skills in time management, preparing for and taking tests, reading effectively, and taking notes. Follow-up discussions are held individually which focus on specific concerns as indicated by the student's progress and input from the teacher and parent. Counselors also discuss with students strategies for good communication, interpersonal skills, goal-setting, decision-making and planning.
3. Assisting students to develop and continuously evaluate an appropriate educational plan which addresses individual strengths and interests and progresses toward long-range educational and career goals. This process begins as soon as students have accepted the invitation to attend MSMS. Counselors provide information in group meetings and work with students individually to develop an educational plan which is appropriate to the student's current level of progress. Each student's educational plan is intellectually challenging, meets graduation requirements, and provides the academic background necessary for college. Activities which students may use to explore career opportunities include exposure to various speakers, MSMS classroom teachers, and extensive interaction with college professors who serve as role models for their professions.
4. Providing access to information needed to make appropriate decisions in the college selection process. Files of information on colleges throughout the nation are available to students, as well as other resources including books and software. College View, an event held each September, brings representatives from

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

COURSE LOAD

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

Juniors

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

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

Seniors

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

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COURSE OFFERINGS

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

COURSE SYLLABI

Faculty will provide a course syllabus to each student on the first day of class attendance. The syllabus will serve as the basis of expectations between the teacher and the student. Each syllabus will state the course requirements, grading policy, exemption policy, attendance policy, dates of major tests, papers and/or assignments, late work policy and any required or optional fees associated with the course. It is advised that parents request their student to copy the syllabus of each of his/her classes to share with the parents. This will facilitate the parents being aware of the academic responsibilities of their student.

DROPOUT PREVENTION PLAN

While attrition will occur with each class that enrolls at the Mississippi School for Mathematics and Science, students usually come to MSMS anticipating success, having completed a rigorous and highly selective admissions process. While a residential school is not for everyone, the programming, select faculty, and special residential experiences will support continued involvement and success for academically gifted high school students. The results will be graduation and pursuit of further learning in most cases.

A student who fails to meet MSMS standards for attendance, academics and/or behavior will be returned to his/her home school where his/her right to access to an appropriate public education lies.

To support students and encourage their continuing education at MSMS, the following systems are in place:

1. College and Career Planning
 - a. On-site print and electronic college and career information, catalogs and application materials
 - b. Campus visits by recruiters from in-state and out-state colleges and universities
 - c. Transition to college, financial aid and other workshops relevant to high school students
 - d. Prep-HQ accounts to record college admissions and scholarship application process
 - e. Guest speakers who are professionals working in math, science, and other careers
2. Intervention Programs
 - a. Attendance monitoring
 - b. Grade progress reviews throughout grading periods
 - c. Tutorials offered daily, Monday – Thursday
 - d. ISP (Individualized Study Plans) offer additional one-on-one time with instructors
 - e. Evening study hours determined by grades, attendance and discipline
 - f. Tutoring by peers or content specialists
 - g. Ongoing communication between faculty, administration, and student affairs staff regarding individual needs
3. School and Family Partnerships
 - a. Student data sharing through Power School
 - b. E-mail links between parents, teachers, administration, students and staff

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- c. Real time access by parents to student attendance, grades, assignments via the Internet and Power School parent module
- d. School support from the MSMS PLUS organization
- 4. Support for Transition back to Home Schools
 - a. Communication with parents and students
 - b. Prompt transfer of records and data upon request of new school
 - c. Emotional support throughout the decision-making process
 - d. Monitoring to ensure that students enroll in new school

DUAL CREDIT / DUAL ENROLLMENT

Dual Credit

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

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

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

Dual Enrollment

With approval of the Director for Academic Affairs, students who meet early admission standards at MUW and complete the appropriate admission paperwork are eligible to take classes at MUW for college credit. Juniors are allowed to be dual enrolled at MUW in the spring semester. A student who successfully completes a dual enrollment course will earn college credit only. Any fees, including purchase of a textbook, are the responsibility of the student and his/her parent or guardian.

IMPORTANT NOTE regarding dual credit and dual enrollment: By enrolling in more than 29 college credit hours, a student may be considered a sophomore at some universities, thus impacting eligibility for freshman scholarships (See your Academic Counselor for more information.) Dual Credit and Dual Enrollment course grades are included in respective colleges GPA and will affect scholarships.

EXEMPTION FROM FINAL EXAMINATIONS

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

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

FACULTY OFFICE HOURS

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

FIELD TRIPS and NON-SCHOOL-SPONSORED GROUP TRIPS

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



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

- Trip sponsors must not use school vehicles or materials and supplies, including MSMS letterhead and MSMSNet, for recruitment, communication or publicity purposes. Sponsors should clarify to parents and the media that the trips are private undertakings.
- Trip sponsors shall not hold interest/organizational meetings in MSMS academic or residential facilities (the MUW library is suggested as an alternative). All communication with students and parents shall be conducted outside the academic day.
- Contractual forms signed by parents or guardians should include a statement that acknowledges that MSMS is not a sponsoring organization, and is not responsible in any way for financial loss, physical injury, or any other events that might occur.
- Contractual agreements entered into with travel agencies or other organizing persons or authorities should state that the trip sponsors are acting on their own initiative and not as representatives of MSMS.

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FUND RAISING

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

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

GPA, CLASS RANK AND QUALITY POINTS

CLASS RANK

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

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

QUALITY POINTS & GPA

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

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

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GRADE REPORTS, NINE WEEKS AND SEMESTER

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

The following grading scale is used at MSMS.

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

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

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

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

NOTE: For students on probation, teachers will provide both numeric and letter marks for use in determining whether or not a student has met the conditions of his/her probation.

Parents, faculty, and students should be in frequent contact with each other. E-mail addresses of all faculty are available on the MSMS website or by calling 800-400-4656.

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



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GRADE CHANGES

No grade changes will be made after midterm of the following quarter. Grade changes cannot be made to graduates' transcripts after the last working day in June.

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

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

GRADE REPLACEMENT

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

GRADUATION

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

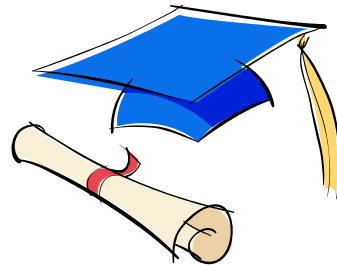
Students who withdraw from MSMS for any reason, or who are dismissed or expelled, will not receive a diploma from MSMS, even if all state graduation requirements have been met.

MSMS ACADEMIC REQUIREMENTS FOR GRADUATION CLASSES OF 2013 & 2014

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

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

Mathematics – Each student is required to earn **two credits** in mathematics and earn credit in Trigonometry, either Foundations for Higher Math or Math Modeling, and one semester of either Calculus or Statistics.



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Science – Each student is required to take and earn credit in **two semesters or a full year** of biology, chemistry, and physics ($\frac{1}{2}$ credit must be a mechanics course with the other $\frac{1}{2}$ credit being a waves, electricity & magnetism course) for a total of **three credits**.

Swing Credit (Mathematics/Science Elective) – In addition to the above Mathematics and Science requirements, each student is required to take and earn an additional $\frac{1}{2}$ **credit** of mathematics, science, robotics or computer programming coursework.

Social Studies – Specific requirements depend on what the student has previously completed.

Foreign Language – Specific requirements depend on what the student has previously completed. Graduates must complete two years of the same Foreign Language.

Health and Physical Education – Students who have not taken Health prior to attending MSMS must complete the course(s) by the end of their junior year. Health and Physical Education will not count toward the 13 credits required at MSMS.

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

The courses in the following table are required for MSMS graduation, but may be taken in grades 9 and 10. Students meeting any of these requirements before enrolling at MSMS will complete elective courses to earn the required total of 13 credits at MSMS.

MSMS NON-ACADEMIC REQUIREMENTS FOR GRADUATION

Work Service

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

Wellness

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



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MSMS Graduation Requirements

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED COURSES
ENGLISH	4	Courses must require substantial communication skills and may not be compensatory in nature.
MATHEMATICS	4 ½	Algebra I (1 credit) Algebra II (1 credit) Unified Geometry (1 credit) Trigonometry (1/2 credit) Foundations of Higher Math or its equivalent (1/2 credit) Either Calculus or Statistics (1/2 credit)
SCIENCE	4	Biology I (1 credit) MSMS Biology (1 credit) MSMS Chemistry (1 credit) MSMS Physics (1 credit)
SOCIAL STUDIES	4	U.S. History (1 credit) U.S. Government (1/2 credit) Mississippi Studies (1/2 credit)* World History (1 credit) Economics (1/2 credit) Geography (1/2 credit)
BUSINESS & TECHNOLOGY	1	Computer Applications (1/2 credit) and Keyboarding (1/2 credit) <i>or</i> Computer Discovery in the 8 th grade (1 credit)**
HEALTH and PHYSICAL EDUCATION	1	Comprehensive Health , Family and Individual Health, or Allied Health and ½ Physical Education
THE ARTS	1	Examples: Band, Choral Music, Drama, Drawing, Painting, Sculpture***
FOREIGN LANGUAGE	2	Two units of the same foreign language
SWING CREDIT	½	Either an MSMS mathematics, science, robotics or computer programming course
OTHER ELECTIVES	2	
TOTAL UNITS REQUIRED	24	

**Credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the 10th grade can stand in lieu of MS Studies. If the transfer student took the course in a grade level that did not award Carnegie unit credit, then any other ½ unit social studies course may be accepted.*

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

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

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MISSISSIPPI SCHOLARS

Graduates of The Mississippi School for Mathematics and Science meet the academic requirements for recognition as Mississippi Scholars. Additional requirements include:

- 20 hours of Community or Volunteer Service during 4 years of high school
- 2.5 cumulative high school GPA
- 95% School Attendance during 4 years of high school (excused/unexcused absences)
- Letter of recommendation from principal of guidance counselor
- No in-school or out-of-school suspensions

INCOMPLETE WORK

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

Guidelines for converting an “INC” to a permanent grade:

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

INSTITUTIONAL RESEARCH INVOLVING HUMAN SUBJECTS

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

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

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

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

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

INTERSCHOLASTIC SPORTS

It is the intention of MSMS to provide reasonable opportunities for participation in interscholastic sports, but MSMS does not grant academic credit for participation in varsity athletics. Students desiring to participate in interscholastic sports to meet wellness requirements shall coordinate their efforts through the Coordinator for Student Activities. Eligibility requirements are addressed in the Student Activities section of this handbook.

LATE WORK POLICY

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

MAKEUP WORK

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

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

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MEDIA POLICY

The Mississippi School for Mathematics and Science has fostered a close working relationship with the news media in order to promote its programs, projects and operations. To assist in the effort, the office of the Executive Director has been designated as the coordinating office for the media. All news releases, newsletters, public service announcements, publicity, promotional brochures, advertising (with the exception of advertising for purchasing), graphics, photography, etc. will be originated, produced, disseminated and/or approved by the Executive Director or his/her designee. All employees, students, clubs, and organizations affiliated with the Mississippi School for Mathematics and Science are expected to comply.

MULTIPLE TEST FORM

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

- A. Approach the teacher of whose test you wish to reschedule.
- B. Complete the form by obtaining appropriate signatures for verification of the number of test scheduled on the same day.
- C. Submit the completed form to the teacher who has agreed to reschedule the test.
- D. The teacher will keep the form for his/her records.
- E. If no teacher is willing to reschedule a test, the student should seek assistance from the Director for Academic Affairs.

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

PLACEMENT TESTS

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

POSTERS / SIGNS

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

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

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

- SGA signs may be posted during the duration of the campaign and must be removed by the student after the election.
- SGA signs cannot be defaming to anyone.
- SGA signs may only be displayed on Hooper first floor hallway. They cannot be posted on the glass or painted walls. They can only be posted on the tiled walls and may not be posted with duct tape.
- Signs cannot be hung on or from the ceilings in the hall.

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- The maximum size for signs is 11 inches by 14 inches.
- Students are limited to a total of 10 signs in Hooper. The 10 signs may be hand or computer generated and must be stamped by the SGA sponsor before posting.
- The posting of signs in the Residence Halls must be approved by the Hall Director in each Hall.

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

PRINTED MATERIAL, DISTRIBUTION OF

Any information advocating a non-MSMS cause must be submitted to the Director for Student Affairs for approval and dissemination.

READMISSION AS A SENIOR

Re-invitation is offered to those students who have demonstrated an acceptable standard of academic, residential, campus work service, attendance and behavioral performance during the junior year. Students seeking to return to MSMS as a senior must file an *Intent to Return Form* with the Office of Student Affairs by the deadline noted on the form. At the end of second semester, the Director for Student Affairs will convene the Academic/Behavioral Review Committee composed of administrators, counselors, faculty, and staff to review all Intent to Return Forms and to hear recommendations for denial of senior admission based upon a student's performance as a junior.

- All students not referred to the Academic/Behavioral Review Committee will receive, in mid-June, an invitation to return.
- A student who clearly fails to meet academic and/or behavioral requirements (see Academic/Behavioral Probation – Return to Home School) for return as a senior will be notified immediately by the Director for Academic Affairs. The student will not receive an invitation to return.
- A student with borderline grades, attendance concerns or with a combination of academic and behavioral issues will be reviewed by the Director for Academic Affairs prior to a final decision being made regarding his/her return. The Director for Academic Affairs will complete the review no later than June 10 after which they will make a final decision concerning the return of the student. Students and parents will be notified by certified mail of the decision by June 15. The Director for Academic Affairs may recommend that: (1) the student be issued an invitation to return with no qualifications, (2) the student not be invited to return or (3) the student be issued an invitation to return on probationary status with a contract to be developed in a meeting with student and parents prior to the beginning of the school year.
- Notification of the decision not to issue an invitation to return will include a description of the appeal process. Students or parents who desire to appeal this decision must, within seven (7) calendar days of receipt of the final decision by either student or parent/guardian, submit a formal written appeal to the Executive Director. The appeal shall include a written statement by the student explaining the reasons for his/her appeal. Upon receipt of the written appeal, the Executive Director will review the student's entire record at MSMS. The Executive Director may request to conference with the student. Within five (5) working days of the receipt of appeal, the Executive Director shall render a decision on the appeal and this decision shall be forwarded to the student and his/her parent(s)/guardian by certified mail. The Director's decision will be final.

RESEARCH & MENTORSHIP

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

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

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

Mentorship will provide select students with hands-on experience in a chosen area of work. Students will be placed in an actual work environment in a career field that interests them or an area they will pursue as a college major. Only students who have shown strong commitment to the MSMS ideals of Scholarship, Service, Creativity, and

Community and have demonstrated the ability to do exceptional work at MSMS will be placed in mentorship. The student will spend approximately four hours per week with a mentor and attend periodic meetings with other students in the program.

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

SCHEDULE CHANGES

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

Dropping a Course

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

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

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

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

Adding a Course

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

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the semester. Going beyond one week causes students to begin class on a negative note and may jeopardize the work in other classes students are taking.

SCIENCE LABS

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

SEMESTER EXAMS

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

SPECIAL PROBLEMS ELECTIVES

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

SPECIAL STUDY OPTIONS

A. INDIVIDUALIZED STUDY PLAN (ISP)

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

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

ISP Assignment:

1. Grading Period Assignment (Academic Affairs Director)
 - Any student who fails to meet academic standards at the end of a grading period will be assigned to ISP and remain in ISP until the end of the next grading period or until the student brings his/her grade to an acceptable level as documented by his/her teacher.
2. Subject Area Assignment (Teacher/Counselor)

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- A teacher/counselor may assign ISP for improvement in a specific subject area or to make up missed assignments at any time during the course of the semester. In this situation, teachers/counselors may remove students from ISP at their discretion. The ISP form, marked "completed" by the faculty member/counselor, must be received by the Director for Academic Affairs in order to remove the student from ISP for the following week.
- Students should report to their teacher until the student has been notified of his/her name being removed from the ISP roll.

B. SATURDAY SCHOOL

Rules and Procedures

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

Faculty members, Hall Director, and administrators may assign students to Saturday School for a period of one (1) to four (4) hours. The first hour of assignment is from 8:30 – 9:30, the second hour from 9:30 – 10:30, etc.

A Saturday School form must be completed and turned in to the Office of Academic Affairs by Thursday for attendance in the Saturday School of that week. Saturday School forms turned in on Friday are carried over into the next week unless special circumstances warrant otherwise. A monitor operates the Saturday School program. The monitor ensures that students are working on assigned tasks. Students are not allowed to eat, drink, sleep, use headphones, use computers, or to sit unoccupied while in Saturday School. Tardiness to Saturday School will result in one additional hour of Saturday School for each 15 minutes late, limited to double the amount of time to be served. Failure to report to Saturday School results in the amount of Saturday School time being doubled and the student's being placed on weekend residence hall restriction. The student will serve the hall restriction on weekends when Saturday School is in session until all Saturday School time is served. Saturday School may be postponed only by the Director for Academic Affairs or the Director for Student Affairs. Requests for postponement must be made at least 24 hours in advance except in the case of significant illness which must be confirmed by the residence hall director. Postponement will not usually be approved for trips.

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

SUMMER SCHOOL

Juniors who fail Foundations (MA 235) during their junior year must take and pass a Pre-Calculus course at a community college or university during the 1st summer session following their junior year. The student is also expected to pass the MSMS final examination in the course. All expenses for the college courses will be the responsibility of the parents/guardians. **Juniors who fail Foundations in the summer and/or who fail to pass the MSMS end of course tests will not be allowed to return to MSMS their senior year.**

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

ACADEMIC PROGRAM

Summer courses for remedial credit:

- Any student who has failed a course at MSMS must obtain written approval from the Director for Academic Affairs for any plans to make up credit for the failed course by attending summer school. This approval must be received before summer school begins. The student must provide course descriptions from the

catalog of the institution he/she wants to attend and course syllabi. The administration of MSMS, with input from the appropriate department, will make all decisions regarding which specific course(s) and the length of the course(s) (one or two semesters) to be taken for MSMS credit. After completing the course and before fall classes begin at MSMS, the student will also be expected to pass the MSMS final examination in the course(s) for which credit is being sought unless the MSMS department faculty deem the course to be rigorous enough.

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

Summer courses for placement (no credit awarded):

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

TEXTBOOKS

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

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

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

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

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

ACADEMIC PROGRAM

TRANSCRIPTS

Each student will be required to meet with his/her counselor annually to verify the accuracy of his/her transcript. Transcripts will be sent at the written request of students or their parents. To request a transcript a student should complete a *Transcript Request Form*, available from the Records Clerk. In lieu of the transcript request, a signed letter which includes the student's name, social security number, year of graduation, and the name and address of the recipient is acceptable. A minimum of 48 hours notice is required. Students may be charged a nominal fee for transcript requests that exceed five (5) in number.

Transcripts sent to colleges or other organizations to which students apply are accompanied by the MSMS Profile which explains the specialized nature of the school and the courses listed on the transcript.

TUTORIALS AND STUDY HOURS

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

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

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

VISITORS

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

SCHOLARSHIP



CREATIVITY



COMMUNITY



SERVICE



TECHNOLOGY

TECHNOLOGY

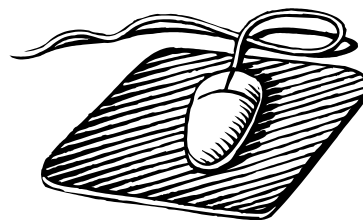
OVERVIEW

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

MSMSNet refers to devices attached by any form of physical or electronic communication (including wireless devices) to the entire computer network system at the Mississippi School for Mathematics and Science. MSMSNet includes but is not limited to the Local Area (campus) Network, all MSMSNet file servers and access to the Internet. Access to the Internet is provided through DS3 that are a part of the larger statewide network. MSMS provides filtering services for all attached networks.

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

Technology changes rapidly, as do the ways users are able to use and perhaps abuse the school's computer system. Just because the MSMS Appropriate Use Policy does not expressly prohibit a particular activity does not mean that it is permissible for the user to engage in it. If you are unsure whether an activity is allowed or not, contact the Director for Technology.



ATTACKING THE SYSTEM

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

BLOGS, INTERNET, ONLINE JOURNALS, WEBLOGS

The Internet is a wonderful resource. There are libraries, universities, museums, places to have fun, and plenty of opportunities to communicate with wonderful people from all walks of life.

However, as in any community, there are also people and areas that you must avoid and others that you should approach only with caution.

- **Avoid postings that could embarrass you, your friends, or family members now or later.** Remember, what you post can be copied and stored and could come back to haunt you years later. (pictures, video clips, etc.)
- One of the most important things to remember when you are online in any kind of a public forum is that you are out in public and anyone can read what you post.

TECHNOLOGY

- Internet users are representatives of MSMS and any actions taken by those users will reflect on MSMS as a whole. All users must behave in an ethical and legal manner and abide by netiquette rules of the network.
- Keep your identify private: do not give out any personal information: full name, home address, school name or address, telephone numbers, social security number, etc. (Level II)
- Avoid posting any information that would allow someone to locate you. (Level II)
- Never reveal anything about other people that could possibly get them into trouble. (Level II)
- The biggest danger to a user's safety comes when arranging to physically meet with someone you "met" online. Remember, you never know if people you meet online are who they say they are.

COPYRIGHT INFRINGEMENT

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

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

ELECTRONIC MAIL (E-MAIL)

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

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ENFORCEMENT

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

HARASSMENT/CYBER BULLYING

MSMS is committed to providing a positive and productive learning environment. Any form of harassment using electronic devices, commonly known as “cyber bullying,” by students, staff or third parties is prohibited and will not be tolerated. Cyber bullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner. In addition, any communication of this form which disrupts or prevents a safe and positive educational environment may also be considered cyber bullying. Students and staff will refrain from using personal communication devices or school property to harass or stalk another.

MSMS will take any report of cyber bullying seriously and will investigate reports promptly. Students must report an incident immediately to a teacher or principal, who will take appropriate action. Students who make a report should also preserve evidence of the cyber bullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate.

Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, and discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Executive Director. Any perceived criminal conduct will be reported immediately to local law enforcement.

MSMS HARDWARE

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

NETWORK COMMUNICATIONS

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

TECHNOLOGY

PERSONAL COMPUTERS AND PERIPHERAL DEVICES

- It is a privilege -- NOT a right -- for a user to have a personal computer on the MSMS campus. Consequences will be assigned for any violations of the MSMSNet policy and may result in the loss of privileges, and/or disciplinary action.
- Where there is a reasonable, articulable suspicion that violation of school policy or criminal law is occurring, a school official will authorize a search of all computer files, disks, and cd-roms.
- All machines connected to MSMSNet are required to have antivirus software installed and active. Virus signatures and operating systems should be kept up to date. MSMS enforces a strict naming scheme. All computers on MSMSNet with notable exception of servers and other authorized machines must utilize the following naming scheme: Computer Name: (your assigned unique Novell login); Group Name: MSMSNet. (Example: assigned unique Novell login = smit005; Computer Name: smit005, Group Name: MSMSNet). Any deviation from the MSMS naming scheme must be pre-approved by the Director for Technology. (Level II).
- The personal computer fee covers up to three network connected devices. This includes any device that is connected to the network, wired or wireless. An additional fee must be paid for each additional device. (Level II)
- Users are forbidden to use outside internet service providers connecting via telephone lines or cellular phones. (Level II)
- Personal computers are to be turned off or put into hibernate mode **with monitor off** each night at lights out. (Level I)

RESPONSIBILITIES

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



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UNAUTHORIZED ACCESS TO FILES AND DIRECTORIES

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

UNAUTHORIZED USE OF SOFTWARE

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

USE FOR-PROFIT ACTIVITIES

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

WASTE AND ABUSE OF MSMSNET RESOURCES

- Users must avoid any activity around their workstation that may result in damage to the computer, printer, software, or information. (Level II)
- Eating and/or drinking are not allowed at any of the computer workstations. (Level I)
- The school's computer systems are a valuable but limited resource. They should not be abused or wasted. (Level I)
- Users should be considerate of fellow users, avoid monopolizing computer systems, mass e-mail, connect time, and other computer resources. (Level II)
- Network printers are placed at various locations for educational use. These printers should be used responsibly to prevent waste and abuse. (Level II)
- Large downloads (over 1 gb) should be scheduled at night (between 4:30 p.m. and 8:00 a.m.).
- Peer to Peer (P2P) file sharing is prohibited.

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WEB SITE

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

WIRELESS NETWORKS

- MSMSNet has a wireless network with “hotspots” around campus. The use of any other wireless routers or network devices is prohibited without prior approval.
- Wireless users must follow all network connection policies as set forth in the MSMSNet Acceptable Use Policy.
- The MSMSNet wireless network is not intended as a replacement for the campus wired network. Users of the wireless network are discouraged from running high bandwidth applications on the wireless network.
- Users of MSMSNet must not acquire, possess, trade or use hardware or software tools that could be employed to evaluate or compromise information systems security at MSMS.

WORKPLACE MONITORING

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

SUMMARY OF COMMON TECHNOLOGY OFFENSES

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

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	Personal computer-failure to pay personal computer fee for multiple machines
	Personal computer-use of outside internet service providers connecting via telephone lines or cellular phones
	Personal information - given on blog, internet, online journal, weblog, etc.
	Personal information - Posting information that would allow someone to locate you
	Printers - Waste/abuse of network printers

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

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

Mississippi School for Mathematics and Science Acceptable Use Policy

The Mississippi School for Mathematics and Science ("MSMS") is pleased to offer to its students, faculty and staff access to the Internet in accordance with the terms and conditions of this policy. All Users of the Internet access at MSMS must comply with the MSMS Acceptable Use Policy. It is important that all Users understand the terms, conditions and responsibilities associated with the use of the Internet access at MSMS. All Users and parents of all Users under the age of 18 are required to sign the attached Contract stating they have carefully read and understand the terms and conditions of the Acceptable Use Policy and will comply with the policy while using the MSMS computer network resources. The attached Contract is a legally binding document and must be signed prior to the User accessing the Internet at MSMS.

CIPA

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

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COPPA

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

MSMS Internet Terms and Conditions of Use

Personal Safety

1. User will not disclose, use, or disseminate or divulge personal and/or private information about himself/herself, minors or any others including personal identification such as, but not limited to, name, social security numbers, telephone numbers, home address, email address, or credit card information. User will immediately report to MSMS authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.
2. MSMS faculty and staff are prohibited from disclosing personal information about students on its Web site - such as a student's full name, home or email address, telephone number or social security number.

Illegal Activity

1. User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state or federal laws or regulations. Users shall not access, transmit, or retransmit: threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors. User shall not plagiarize copyrighted materials.
2. User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices, including but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
3. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
4. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
5. User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
6. User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.

System Resource Limits

1. User shall only use the MSMS system for educational and career development activities and limited, high quality self-discovery activities as approved by MSMS employees for a limited amount of time per week.
2. User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the file at the time when the system is not being heavily used.
3. User agrees not to download or install unauthorized software on school computers. This includes students, teachers, staff and administrators.
4. User shall not damage computers, computer systems, or computer networks (hardware or software).

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5. User agrees not to post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to large number of people).
6. Students will not be allowed to engage in any on-line chatting including Internet messaging, unless it is a part of the curriculum and specifically designated as such by faculty. Then the session will be monitored by faculty and limited to the time frames that must also be specified in the curriculum. Faculty must know with whom the student is communicating at all times.
7. User agrees to immediately notify his/her teacher or other school administrator should User accidentally access inappropriate information so MSMS can take steps to prevent future access.
8. User will not make any attempt to defeat computer or network security on the MSMS network or any other server or network on the Internet.
9. User shall not engage in any Internet activity harmful to or reflecting negatively on MSMS.

User Rights and Expectations

1. User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.
2. There is absolutely no expectation of privacy on the MSMS network. Activities at any workstation or transmission and receipt of data can be monitored anytime either electronically or by staff observation. This includes transmission and receipt of email, email attachments, Web browsing and any other use of the network. User consents to the monitoring of User's activities and files.
3. Faculty and staff Users should log off at the end of each workday.
4. Parents of minor users shall have the right to inspect the contents of the minor User's files.
5. Under no circumstances should a User provide his/her password to another person or use another person's password.
6. MSMS will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the User's Internet account.

Consequences for Failing to Comply with the Terms and Conditions of the Internet Acceptable Use Policy

Use of the Internet at MSMS is a privilege, not a right. There will be consequences for any User who fails to comply with the Acceptable Use Policy for MSMS. For student Users, the consequences may include, but are not limited to paying for damages, denial of access to technology, detention, suspension, expulsion, or other remedies applicable under the school disciplinary policy. Any disciplinary action that is a result of an alleged violation of this policy can be appealed through the student discipline procedure provided in the MSMS Student Handbook. Additionally, faculty and staff Users who fail to comply with the Acceptable Use Policy will be subject to discipline, including termination from employment with the type of discipline imposed being based on the severity of the specific offense(s). For all Users, MSMS will fully cooperate with local, state and federal officials in any investigation related to illegal activities conducted through the User's Internet account.

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MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE ACCEPTABLE USE POLICY STUDENT CONTRACT

DIRECTIONS

After reading the Terms and Conditions of the Mississippi School for Mathematics and Science Acceptable Use Policy, please fill out the appropriate portions of this Contract completely and legibly and sign this Contract acknowledging your understanding and acceptance of the Terms and Conditions of the Acceptable Use Policy. The signature of a parent or guardian is required for students currently under the age of eighteen. Please return the contract to the Director for Technology. Anyone who does not return a signed Contract will be prohibited from the use of computer equipment at the Mississippi School for Mathematics and Science.

CONTRACT

I have read the Mississippi School for Mathematics and Science (MSMS) Acceptable Use Policy. I understand and will comply with all Terms and Conditions of the Acceptable Use Policy. I consent to the monitoring of my use of the computer, including computer files, and Internet activities at MSMS at any time. I understand that should I commit any violation of the MSMS Acceptable Use Policy, the consequences may include, but are not limited to, paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy. I further understand that MSMS will fully cooperate with local, state and federal officials in an investigation related to illegal activities conducted through my Internet Account.

Student's Name (please print legibly): _____

Student's Signature: _____

Date: ____/____/____

(PARENT SIGNATURE ON NEXT PAGE)

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MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE ACCEPTABLE USE POLICY PARENT OR GUARDIAN CONTRACT (This is a legally binding document.)

(If the student is under the age of eighteen, a parent or guardian must also read and sign this Contract.)

As the parent or guardian of this student, I have read the Mississippi School for Mathematic and Science (MSMS) Acceptable Use Policy and I understand the Terms and Conditions of the policy that my child is to follow while using the Internet at school. I understand that this access is designed for educational purposes only and I have discussed the proper use of the Internet at school with my child. I consent to the monitoring of my child's use of the computer, including computer files and Internet activities at MSMS at any time.

I understand that, if my child violates any of the Terms and Conditions of the policy, he/she will be punished based on the type of violation made. I understand that should my child commit any violation of the MSMS Acceptable Use Policy, the consequences may include, but are not limited to, paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy. I understand that MSMS will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through my child's Internet account.

I understand that MSMS has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for MSMS to restrict access to all controversial materials and I agree not to hold them responsible for materials acquired by my child on the network. I accept full responsibility for supervision of my child's Internet access if and when my child's use is not in a school setting. Further, I accept full responsibility for my child's use of the property of MSMS. I hereby give my permission for MSMS to provide computer network and Internet access to my child and consent to the monitoring of my child's computer and Internet activities by MSMS. I certify that the information contained on this Contract is correct.

Parent or Guardian (please print legibly): _____

Signature: _____ Date: ____/____/____

The following numbers are for signature verification. No student will be allowed Internet access until the above signature is verified by telephone.

Daytime Phone Number: _____

Evening Phone Number: _____

TECHNOLOGY

**MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE
MISSISSIPPI DEPARTMENT OF EDUCATION - FACILITY USAGE POLICY
FACULTY AND STAFF CONTRACT
(This is a legally binding document.)**

Directions

After reading the Terms and Conditions of the Mississippi School for Mathematics and Science Acceptable Use Policy, please fill out the appropriate portions of this Contract completely and legibly and sign this Contract acknowledging your understanding and acceptance of the Terms and Conditions of the Acceptable Use Policy.

CONTRACT

I have read the Mississippi School for Mathematics and Science (MSMS) Acceptable Use Policy and I understand and will comply with all Terms and Conditions of the Acceptable Use Policy. As an employee of the Mississippi Department of Education (MDE), I understand that I must also comply with the Facility Usage Policy in the MDE Employee Procedures Manual. I consent to the monitoring of my use of the computer, including computer files, and Internet activities by MSMS at any time.

I understand that, if I violate the MSMS Acceptable Use Policy and/or MDE Facility Usage Policy, I will be subject to disciplinary action which includes suspension as well as employment termination. The disciplinary action will be based on the type and severity of the violation. I further understand that MSMS and MDE will fully cooperate with local, state or federal officials in an investigation related to illegal activities conducted through my Internet Account.

Staff's Printed Name (legibly)

Staff's Signature

____/____/____
Date

SCHOLARSHIP



CREATIVITY



COMMUNITY



SERVICE



STUDENT AFFAIRS

STUDENT AFFAIRS – RESIDENCE LIFE

PART A: RESIDENCE LIFE



PHILOSOPHY OF RESIDENTIAL LIFE

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

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

1. Honor and Truth

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

2. Responsibility and Accountability

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

3. Motivation and Commitment

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

4. The MSMS Opportunity

The MSMS opportunity is a privilege extended by the citizens of Mississippi and should be taken seriously. Success in the Residence Life Program is essential. Students deemed unable, or unwilling, to accept the commitment necessary to be successful will be returned to their home schools.

5. Respect and Civility

Everyone at MSMS deserves to be treated with courtesy and respect.

6. Safety and Security

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

STUDENT AFFAIRS – RESIDENCE LIFE

7. Health and Hygiene

Students are expected to exhibit behaviors that promote personal and community cleanliness.

8. Community

Students are expected to exhibit behaviors that show concern for their community members and community environment.

RESIDENCE HALL LIVING

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

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

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

STAFF AND ADMINISTRATION

The Director for Student Affairs oversees the area of residence life, student activities, health services, school safety, and food services. The residence halls themselves are staffed with full-time live-in professionals as well as some para-professional staff members. Each is committed to the single purpose of guiding and supporting the students of the school.

RESIDENTIAL COUNSELING

MSMS contracts with a Mental Health Professional to provide mental health counseling, screening and prevention services.

The Residence Life Counselor is available by appointment or in the event of an emergency. Appointments may be scheduled through The Director for Student Affairs. Referrals may be made by the academic counselors or Residence Hall Directors.

STUDENT AFFAIRS – RESIDENCE LIFE

ACCOMMODATIONS/RESIDENCE HALL FACILITIES

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

Size: 16'10" x 9'8"
Lighting: Fluorescent wall fixtures
Closet: 2 closets (one for each student): 7'4" wide x 2'4" deep
Windows: Each room has one or more windows (60" high by 48" wide) covered with mini-blinds
Colors: Room colors vary

Furniture: a) two beds able to be converted into bunk beds, cloth mattresses 36" x 80" (twin size)
b) two 5 drawer dressers
c) two built-in desks with chairs

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

- B. Common Areas:

Bathroom: each suite has a bathroom with one toilet, 2 sinks, and one shower
Other: television located on each floor in the lobby/lounge area, computer rooms, vending machines, coin operated laundry rooms, microwave ovens, and toasters.

- C. Laundry Rooms:

Laundry rooms are provided for the convenience of the residents. Laundry cleaning products are not available for sale in the residence hall. It is necessary for everyone to help keep the laundry room clean. Items brought into the laundry room by students should not remain there beyond the time it takes to wash and dry them. If clothes are left in the machines, they will be taken out, placed in a plastic bag and taken to the office. A handling fee will be assessed for the return of clothes. If the same student does this frequently, disciplinary write-ups will occur. Students should not begin doing laundry near to close-up time. If so, the machine may continue, but the room will be locked and the clothes retrieved the next morning. MSMS is not responsible for lost or stolen clothing.

- D. Televisions:

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

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

STUDENT AFFAIRS – RESIDENCE LIFE

Decorating Your Room

Make your room comfortable, but realize that the Residential Life Staff will determine, much as your parents do at home, the appropriate decoration of rooms, doors, and hallways. Make note of the following guidelines:

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

Room maintenance

Students must report all maintenance concerns to their CL or to the staff member on duty in the Residence Hall office. Students are responsible for the condition of their rooms, and will be required to pay for damage to MSMS property.

APPROVED AND NON-APPROVED ITEMS

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

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



STUDENT AFFAIRS – RESIDENCE LIFE

The following items are NOT allowed: laser pointers, non-power strip extension cords, motorized scooters, ice chests, televisions (to include televisions used as computer monitors), computer monitor larger than 24", VCRs and external DVD players, cooking appliances including, but not limited to, microwave ovens, popcorn popper, hot plate, toaster, toaster oven, coffeemaker with hot plates, heating coils, etc.; portable heaters, couches over 6 feet long, exercise weights (weight room available on campus), weapons including, but not limited to, knives with serrated or sharpened edges, razor blades, box cutters, X-acto knives, and novelty advertising tools/items with sharp blades; handcuffs, incense, pets, martial arts equipment (if for approved classes, will be stored in the office), dangerous scientific equipment, open flame items like candles, halogen lights, darts and dartboards, empty alcohol containers used as decorations, spray paint, fixatives, or other harmful aerosols; solvents (e.g., turpentine, mineral spirits, denatured alcohol) toxic glues, cements, or other adhesives. Possession of highway, street, traffic, business, parking signs, orange cones, or the like, removed from public places is prohibited. This list is not intended to be all inclusive. The school reserves the right to disallow specific items.

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

AUDIO SYSTEMS/MUSICAL INSTRUMENTS

Audio systems designed for home use are allowed in student rooms; however, systems are not to be played loudly enough to be heard outside a student's room. Out of consideration for your roommate, headphones should be used. Repeated offenses will result in the loss of audio system privileges.

Musical instruments are not to be played in a student's room.

BICYCLES

Bicycles must be locked in designated racks when not in use. Helmets should be worn by all riders. MSMS is not responsible for theft or damage to bicycles or personal injury during their use.

BOUNDARIES, CAMPUS

Students leaving the residence halls to go to a location on campus **during the academic day** are not required to sign out but are restricted to the inside of the fenced perimeter of the MUW campus, Pohl Hall and the MUW tennis courts until 6:30 p.m. After 6:30 p.m., students may not go beyond or north of the Library or Stark unless attending tutorials in Hooper Science building or Shackelford Hall or having expressed permission. At no time are MSMS students allowed in or to be around the outside of MUW dorms.

Student Affairs staff will conduct walking tours of campus during the first week of school to point out established off-limits areas.

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

OFF LIMITS AREAS

In general, the following areas are off limits:

- (1) restrooms or rooms meant for the opposite gender
- (2) roofs
- (3) all railroad tracks and their right of ways except to cross going to Shackelford and the Performing Arts Center

STUDENT AFFAIRS – RESIDENCE LIFE

- (4) rooms or offices that are locked or should be locked
- (5) private property without invitation or approval of the property owner
- (6) any off campus location without proper sign out
- (7) MUW Residence Halls

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



CONDITION OF ROOM

Upon arrival in the residence hall, the staff reviews with each student the condition of his/her room and records existing damages on a Room Condition Form. Within the first week, additional notations of damage can be added to the form. After the first week, any damage to the room or furnishings will be charged to the room occupant(s). It is the student's responsibility to immediately report any damage to the room done by another student. At the end of the year, a staff member inspects the room with the student(s) to determine what, if any, damage has occurred. Charges will be assessed and communicated to the student prior to release. Grades or diplomas will be held until all charges are paid.

CURFEW AND EVENING HOURS

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

Definition of Terms -

1. **Courtesy Hours** - At no time should the noise from a student's room or common area be loud enough to disturb others. (i.e. loud enough to be heard at the next door)
2. **Study Hours** - Courses at the school are demanding, challenging and require students to fully apply themselves. To help students reach their full academic potential, a study time during the school week (Sunday – Thursday) is an important part of the school program.

STUDENT AFFAIRS – RESIDENCE LIFE

- During the hours of 7:00 p.m. – 9:00 p.m., students must be in the library, their residence hall room, or in Hooper Science building during tutorials. During these hours, TV's are turned off and there is no inter-hall visitation. Students are expected to be in the approved areas from 7:00 p.m.- 9:00 p.m. and sign in/out when changing areas.
 - During study hours students are not allowed to play computer or video games or talk on the phone. Cell phones must be **turned off**. Conversation in designated study areas should be kept to a minimum. If listening to music, headphones must be used.
 - Parents are strongly encouraged not to call students during study hours.
 - All students are required to participate in study hours for the first semester of the junior year. Petitions to be excused from study hours through the student privilege plan system may be acquired from the Hall Director. Students may be placed back into study hours if appropriate academic standards are not maintained.
3. **Academic/Non-Academic Time** - During this time, students have permission to be in any of the following locations: the residence hall, the library, the MSMS activity center, and any other building where the student is engaged in an MSMS sponsored activity. The residence halls will maintain a degree of quiet. MSMS personnel reserve the right to schedule programs and/or activities during this time. Note: This time should be used wisely to balance academic and non-academic activities.
4. **Curfew** - At this hour, students must return to their residence hall where an "all accounted for" check will occur. Students cannot leave the residence hall until 6:00 a.m. the following morning.
5. **Lights Out** - Unless permission is given by Hall Director allowing time for extended study, students must retire to bed. All lights including computer monitors must be turned off. Students found outside their room will be considered to be in an unauthorized area. For the purpose of early morning study only, students may leave their rooms, but not the building, no earlier than 5:00 a.m.

Schedule:

School Week - Sunday-Thursday Evenings

4:30 p.m. - 7:00 p.m.	Academic/Non-Academic Time
7:00 p.m. - 9:00 p.m.	Study Hours
10:30 p.m.	Curfew and "All Accounted For" Check
10:30 p.m. - 12:00 p.m.*	Halls quiet
12:00 p.m.	Lights out & computers turned off unless permission given by residence life staff for extended study (Students in their own rooms)

****Pizza, etc. must be delivered by 10:45 p.m.***

STUDENT AFFAIRS – RESIDENCE LIFE

Weekend – Friday and Saturday Evening

12:00 a.m.*	Curfew and "All Accounted For" Check
12:00 a.m.. - 2:00 a.m.*	Halls quiet
2:00 a.m.	Lights out & computers turned off

****Curfew time for juniors is 11:00 p.m. until first quarter grades are issued. Food delivery up to the time the hall office closes.***

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

END OF YEAR PROCEDURES

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

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

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

ENERGY CONSERVATION

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

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

EXTENDED WEEKENDS/HOLIDAYS

(also see Travel Arrangements)

Extended weekends are observed monthly, generally in conjunction with State and Federal holidays. On these long weekends the residence halls are closed and students are required to go home or to a location approved by parents. A special class schedule is run on the day prior to an extended weekend (either Thursday or Friday) and residence halls close at 3:00 p.m. to allow students to leave campus early enough to reach their homes during daylight hours

STUDENT AFFAIRS – RESIDENCE LIFE

(see bell schedules). Students must be picked up and leave by 3:30 p.m. There are no provisions to allow students to remain on campus during extended weekends.

Students must return from extended weekends no later than 6:30 p.m. Residence halls open at 1:00 p.m. and the meal plan begins with the evening meal.

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

HEALTH AND WELFARE CHECKS

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

HOUSEKEEPING / INSPECTION

Students are responsible for cleaning their rooms. Cleaning supplies and equipment are provided for this purpose. In addition to the periodic unannounced health and welfare checks described above, a weekly room inspection will take place (or more frequently if deemed necessary by the residence hall staff) to maintain a healthy living environment for everyone. Failure to pass room inspection will result in disciplinary action. Although inspections occur weekly, a basic degree of cleanliness is expected at all times. All rooms will undergo a full inspection after students leave the building for holidays and extended weekends. The purpose of room inspection is to insure cleanliness, safety, wellness, and a climate conducive to learning. Room inspection includes, but is not limited to:

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

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

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

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

IDENTIFICATION CARDS

Each student will be issued a photo ID card that will also serve as access to dining service, the library, health center, and special programs. Students must carry ID cards at all times and the cards shall not be altered or defaced in any way. All lost IDs must be reported to the Office of Student Affairs immediately. There is a \$25 fee for replacing a lost or altered/defaced ID. At any time a student may be asked by MSMS or MUW staff to present his/her ID. Refusal to comply may result in a Level II write up.

STUDENT AFFAIRS – RESIDENCE LIFE

INSURANCE

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

KEYS

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

OFFICE HOURS – RESIDENCE HALLS

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

PERMISSIONS & QUESTIONS

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

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

PRACTICE ROOMS

A music practice room, with piano, is provided in each residence hall for student use. Practice rooms will be locked when not in use. A student who wishes to use a practice room shall request the room be unlocked by the hall staff on duty and must leave his/her ID as collateral until the room is locked when the student notifies the office he/she is done.

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

STUDENT AFFAIRS – RESIDENCE LIFE

REFRIGERATORS

Each student may elect to bring one refrigerator with them providing the following guidelines are followed:

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

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

ROOMMATE SELECTION

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

Once the school year begins, roommate changes occur only once each semester. The first opportunity to change roommates without first going through our conflict resolution procedures is during the third week of the fall semester. Another opportunity will be provided at the beginning of the spring semester. At any other time, a student having concerns about a roommate or wishing to change a roommate, must discuss the situation with the Residence Hall Director and follow specified conflict resolution procedures.

School officials may move a student temporarily or permanently due to documented medical conditions or if it is deemed helpful to the student, roommate and/or living group. Students left alone at the end of the room change period will be assigned together so that everyone has a roommate. All final decisions regarding room assignments will be made by the Director for Student Affairs.

Toward the end of each school year, returning seniors will be allowed to request the room and roommate with whom they want to live the following year. The system of room assignment for seniors will be determined by the Office of Student Affairs.

SEARCHES

The Executive Director, Director for Student Affairs, Director for Academic Affairs, Director for Advancement, Coordinator for Residence Life or MUW Security may authorize entry to search a student's property as well as MSMS lockers, desks, or other property, including a student's room or electronic files when such entry and search are deemed justified. Such entry and search will be made in the presence of the room occupant(s) provided the occupant(s) can be located in a timely fashion. The student does not need to be present in order for the search to be conducted. If the student or students cannot be located another MSMS official will accompany the person authorized

STUDENT AFFAIRS – RESIDENCE LIFE

to conduct the search. Persons conducting the entry and search will not enter the room without first knocking on the door and identifying themselves. Every effort will be made to have at least one staff member of the same gender during a room search. In the event that they are not admitted, a passkey will be used to gain entrance.

It should be noted that an MSMS official may enter any MSMS premises or search MSMS property at any time under legal compulsion or when the safety of persons or property is involved. Once the search is completed, the persons conducting the search are expected to leave the room in an orderly condition, pending the original condition of the room. If contraband, items used in criminal acts, items not permitted on campus, or stolen property is found during the search, they will be confiscated and a written receipt will be given to the room's occupants. If the occupants are not in the room during the search, a receipt will be left in a prominent, easily visible place. Both occupants shall take equal responsibility for any items or incidents found in the room unless it is determined that one roommate has taken sole responsibility for all of the items or incidents. Also, both occupants are held responsible for their guests. Should local, state or federal law enforcement officers present a duly authorized warrant or when such officials have determined that circumstances exist which justify a warrantless search, MSMS will cooperate in allowing such a search. An MSMS official will be present during the search unless otherwise ordered by the officers.

General Searches

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

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

If the items in question are located, they will be confiscated and described in a list sent to the appropriate MSMS administrator. All illegal contraband will be confiscated and turned over to a law enforcement office, to the Director of Student Affairs or to the Director of Academic Affairs. If a student's personal property must be confiscated, a written receipt (Confiscated Items Form) for returnable items is given to the student. MSMS will notify appropriate law enforcement officials of any unlawful activity which occurred or which may have occurred on educational property or during a school-related activity.

Alcohol and Drug Screening

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 and/or breathalyzer. Refusal for testing may result in disciplinary action. In such an event the student may be reported to the appropriate law enforcement agency.

Computer Searches

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

Room Searches

A pass key is used for normal non-emergency situations such as maintenance and building code inspections and for cases involving the safety of the room occupants or students in the surrounding rooms. Staff may enter rooms unannounced when there is reasonable suspicion that residence hall rules are being broken. Where there is reasonable, articulable suspicion that violations of school policy or criminal law are occurring, a comprehensive room

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search including the use of Scent Detection Canines may be authorized by a school official. In cases involving an authorized search of the student's room, two adult witnesses will be present and the student(s) will be present if possible. Student obstruction of a reasonable search by authorized personnel may result in disciplinary action. Each student assumes responsibility for activities occurring in his/her room. During school vacations, staff will enter rooms to check that windows are closed, lights are off, radios are unplugged, etc. in order to ensure the safety of the building during extended periods of time.

Canine Searches

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

Periodic, unannounced visits by the drug dog and its handler may be made. At all times while canines are present on school grounds, students will be restricted to their classrooms or to locations that will not be swept to ensure that scent detection dogs will not come into direct contact with students.

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

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

Law Enforcement and Parental Notification

Law enforcement officials wishing to contact students at MSMS for any reason should be directed to the Director for Student Affairs during the school week and to the Administrator On-Call on weekends. When law enforcement officers present duly authorized warrants which justify a search, they will be allowed to search a student's room. An MSMS official shall escort the officer(s). MSMS will notify the student's custodial parent/legal guardian whenever any

MSMS official makes a report to any law enforcement agency concerning student misconduct, is requested by law enforcement personnel other than MUW security acting in the normal course and scope of his/her assigned duties to allow access to a student or knows that a student has been taken into custody by law enforcement personnel during the school day or while under school supervision. The Director of Student Affairs will normally make notification.

SIGN IN & SIGN OUT / OFF CAMPUS PERMISSION

General Guidelines

MSMS has jurisdiction over students at all times except when the student is deemed checked out to his/her parents' care, consequently students are expected to adhere to all guidelines regarding sign in and sign out. Regulations governing sign outs are designed to give the staff reasonable knowledge of a student's whereabouts and thus a way of reaching that student in case of emergency. Any destinations not covered in the general permission slips in the admissions packet will need explicit parental permission; either delivered, mailed or faxed with a parent's signature.

The process of signing out to leave campus is done in the residence hall office. When signing out, a staff member reviews with the student the destination and duration of the requested sign-out. Students should allow themselves

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enough time to complete their business off campus but should not overestimate the duration to the point of excessiveness. **Students are expected to have a specific purpose and destination when seeking permission to go off campus. Ordinarily, any off campus trip lasting longer than three hours** (refer to privilege plans) is not permitted. The requested duration of the trip should be reasonable and will be adjusted if considered unreasonable by the staff member approving the sign-out. Failure to obtain a staff member's signature will be considered a failure to sign out. To promote student safety, staff reserves the authority to evaluate and approve or deny each sign out request. Sign-outs outside of Columbus or the Columbus Lock and Dam require specific and explicit parental permission unless you have prior permission on your sign- out forms. Sign-outs to non-MSMS athletic events are not allowed. (This does not apply to students checked out to go home or for an overnight sign out.)

There are several ways of going off campus - walking, driving, riding with other students, parents, or guests and with staff on school sponsored trips. **Every time a student leaves campus he/she must obtain permission from the appropriate MSMS staff member and sign out.**

In general, no social, everyday need type sign outs are allowed before 2:00 p.m. or the end of the student's last class, if later than 2:00 p.m., Monday – Friday. Return time will be determined by the privileges the student has earned and how he/she is leaving campus. Students may not sign out when there are required school activities that they must attend. (Juniors should refer to the Junior Plan in the Privilege Section of the handbook for their sign-out rules which are in effect until the first nine weeks grades are issued.

Off limit areas

Any establishment that is not allowed to serve minors.

Driving/Riding sign out

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

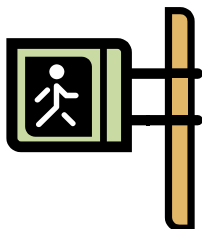
Sign-out cards

Sign-out cards are school property and must be kept in their designated slots. Students may not take their card or other cards of students to their room or to any other unauthorized area.

Signing back in

Upon returning to campus (or Columbus, for those traveling outside the area), students must sign in and must do so immediately upon their return. MSMS allows its students broad privileges regarding signing out and using vehicles and must depend upon the basic integrity and honesty of students to be truthful. A violation of that trust is a serious offense and will result in a loss of privileges and possible suspension.

Walking sign out



Many stores, banks, and restaurants are located within a short walk from the MUW/MSMS campus. Students may walk off campus during the school week between 2:00 p.m. and 6:30 p.m. (earlier when daylight savings time ends, but always before dusk) by properly signing out. Due to safety considerations, only certain areas/locations designated by MSMS are allowed for walking sign outs. Designated area parks are permitted during daylight hours only (walking or driving).

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Overnight sign out

Students must sign out for overnight visits by 6:00 p.m. Friday and Saturday. All overnight sign-outs will require written or faxed and signed permission from a parent by noon of that day for each

occasion. Signing out later on these days will require permission from the student's parent for each occasion. If a student who has signed out overnight wishes to change their original overnight destination, the student must contact the Hall Director to obtain approval. Students may not sign-out overnight on school nights (Sunday – Thursday) except in cases of emergencies, and school authorized college events or special events.

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

Violation of sign out policy

Falsifying a sign-out in any way is a serious violation. Falsifying a daily sign-out will normally fall into the Level II violation category. Falsifying an overnight sign-out or falsifying a sign-out and going to a prohibited destination is a Level III violation. When students sign out to an authorized overnight destination, they assume a special responsibility. If a student rejoins MSMS students, on or off campus, the student is viewed as having rejoined the school community and is held responsible for behavior consistent with school policies. After signing out for overnight, the students shall immediately leave campus.

Special requests

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

Sign out Times

Monday – Thursday

Walking Sign outs

- after 2:00 p.m. or class, whichever is later
- 3 hour limit
- In by 6:30 p.m. during daylight savings Time
- In by 5:30 p.m. during standard time

Guest Sign outs

- Must be on the On/Off Visitors List
- After 2:00 p.m.
- 3 hour limit
- In by 6:30 p.m. during daylight saving time
- In by 5:30 p.m. during standard time

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

Friday – Sunday

- Daily sign outs begin after 2:00 p.m. or after the student finishes their last class on Friday, whichever comes last. Students signing out for an overnight destination may sign-out after their last class ends.

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- Saturday and Sunday walking sign outs may begin at 8:30 a.m. with a 3 hour limit. Students must be in by 6:30 p.m. during daylight savings time and 5:30 p.m. during standard time.
- Sign-out time limits are determined by the privilege plan the student has earned. Juniors are extended a 4 hour limit on weekends when signing out with siblings or other MSMS parents while on junior plan. The four hour limit does not apply to a student's parents.
- A Hall Director or the Director for Student Affairs must approve all sign outs for Starkville/MSU with the exception of students signing out to their own home in Starkville/MSU.
- All students must have returned to MSMS by 6:30 p.m. on Sunday evening (or Monday evening in the case of some extended weekends) whether signed out locally or to an overnight destination. This is regardless of their privileges and regardless of the time of their first class the next day.

TELEPHONES, CELL PHONES & PAGERS

Public or office telephones located on the first floor of Frazer Hall may be used by students to make and receive local calls or calls with a calling card from the beginning of office hours through the standard lights out time (no use during regular study hours, or after lights out).

As a general practice, students should try to limit their calls to 15 minutes as a courtesy to the other students needing to use the telephone.

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

- a. The residence hall office must be informed of the telephone number and must be kept undated of changes to the number.
- b. Use of the telephone after the standard lights out time, or during study hours (7:00 p.m.-9:00 p.m.).
- c. **Cell phones and other electronic listening devices (including, but not limited to IPODs, CD players, MP3 players) and pagers must be in the off position while in academic buildings, during special activities or convocations, and anytime requested by an MSMS adult supervisor.**

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

TRANSPORTATION

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

- Students are responsible for checking with the Residence Hall office to see what transportation is available and what trips have already been scheduled.

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- When special trips are made available it is the responsibility of the student to sign up to participate by the deadline established by the trip sponsor. If a student changes his/her mind about going on a trip for which he/she signed up the student is required to remove himself/herself from the list as soon as possible **but at least 30 minutes before the trip departs MSMS.**
- An MSMS employee will supervise every trip using MSMS transportation assets. Students are responsible for keeping that employee informed of their whereabouts at all times during the trip.
- Students are responsible for finding out from the employee what time the trip will depart to return to MSMS and for being on time for the return trip.
- Students who delay departure for any trip will receive a Level 1 violation of the disciplinary code for Disrespect/Noncompliance. Any student who misses the departure or return and is left by himself/herself will receive a Level 2 violation for Disrespect/Noncompliance.

VEHICLES

The welfare of all students is of utmost concern to the school. Vehicle policies reflect our stance that bringing a vehicle to school should be taken seriously and is a privilege, not a right. MSMS considers the primary purpose for a vehicle to be facilitation of visits to and from home. The school also recognizes that there may be other occasions for a student's use of a personal vehicle. To administer these occasions, MSMS has developed the Vehicle Permission form. This form must be completed for all students even if you do not expect to ever bring a car to campus. The Vehicle Permission Form provides parents with the forum to identify their student's limits. Parents may further restrict those limits or if needed, change the information on the form at any time during the school year by notifying the residence hall office by fax, or in writing. The school reserves final authority to restrict or deny use of the student's vehicle. All student car keys will be kept in the main office of each residence hall until approved usage times. The parking area is off limits without staff permission and/or for the sole purpose of departing the campus. Motorbikes are prohibited.



Students shall immediately and completely register any vehicle brought to campus. Complete registration includes:

1. Filling out a registration card for the Director for Student Affairs;
2. Providing proof of insurance (copy of card) to the Coordinator for Residence Life;
3. Filling out a registration card for MUW Police Department;
4. Purchasing a student decal from the MUW Police Department; and
5. **Immediately** and properly displaying the decal on/in the registered vehicle.

Failure to immediately and completely register any vehicle brought to campus or update any changes in the registration may result in the vehicle being sent home for 30 school days or the termination of vehicle privileges and the removal of the vehicle for the remainder of the school year if the vehicle is not registered.

The student assumes responsibility for accurate, complete, and timely communication pertaining to the vehicle.

A MUW student decal shall be issued at the time of registration with the MUW Police Department. MSMS students may not possess or use a MUW staff vehicle decal. MSMS students must park their vehicles in a student parking space inside the fenced campus. Occasionally, MUW Police Department will ask that our students park in certain areas because of special activities. Students are expected to comply with these requests. Students are expected to comply with all MUW Police Department rules, policies, and guidelines. Students who fail to maintain a high level of regard for vehicle rules and safety, including, but not limited to parking procedures and being ticketed, may be

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instructed to return their vehicles home, either for a designated period of time or for the remainder of the school year. Any citations (tickets) are to be reviewed at the MUW Police Department. Vehicle privileges may be withdrawn by MSMS or MUW if the school considers a student's operation of a vehicle to be a danger to self, or others, if the vehicle is improperly registered or parked, or if its operation is a detriment to school order.

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

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

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

- 1) No student shall drive another student's vehicle.
- 2) No student shall drive or ride in a vehicle without verbal or written (i.e. sign-out) permission from residence hall staff member or school administrator (including moving a vehicle from one parking lot to another).
- 3) Vehicles should be considered off-limits in the absence of written or verbal permission from an MSMS staff member.
- 4) Students may not "hang-out" at/in vehicles.
- 5) Students, or their guests, may not drive the vehicle of another student or guest.
- 6) Students may not drive a staff member's vehicle.
- 7) When driving or riding in a vehicle students shall demonstrate courtesy and consideration of others including, but not limited to, vehicle stereo volume.
- 8) Each student driving or riding in a vehicle must wear his/her own seatbelt.

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

The Mississippi University for Women Police Department annually publishes policies on bicycles, skateboards, etc. Upon arrival to campus, they will provide students with relevant information.

VISITORS

INTER-HALL VISITING HOURS

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

Monday - Thursday	8:00 a.m. - 6:45 p.m., 9:00 a.m. - 10:15 p.m.
Friday/Saturday	11:00 a.m. - 11:45 p.m.
Sunday	9:30 a.m. - 6:45 p.m., 9:00 p.m. - 10:15 p.m.

Each residence hall council may review these hours and revise them each year with the Hall Director's approval. Also, certain privilege plans may allow extended visitation in lobbies.

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

VISITORS – ALUMNI

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

VISITORS – FAMILY AND FRIENDS

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

It is school policy to allow only those people identified by the parent on the Visitor Permission Form to visit a student. Visitors will be required to check in with the on-duty staff in the residence hall office upon arriving at the building and will be asked to furnish photo identification to verify their identity. Visitors not listed by the parent will not be allowed to visit. Parents may add or delete names on the Visitor Permission Form by sending changes to the Director for Student Affairs anytime during the school year in writing, either via mail or fax.

It is the responsibility of the MSMS student to see that their visitors register and to remain with them at all times.

The school reserves the right to deny access to its campus, activities, events, etc. This may include anyone not deemed suitable or appropriate, students that have withdrawn or been dismissed and any individuals not listed on students' visitor forms.

Parents, siblings and grandparents of the opposite sex may visit in the student's residence hall room. However, to ensure the privacy of the other students on the wing, the following guidelines should be considered:

- a. permission of the roommate
- b. permission of the residence hall desk worker and an announcement on the wing
- c. short visits, 30 minutes or less, so that students may resume their day-to-day schedule

OVERNIGHT VISITORS

Same sex friends and siblings (between the ages of 13 and 20) of the student may stay overnight in the student's room only on Friday and/or Saturday nights. Children younger than 13 years old may not spend the night in an MSMS residence hall. Permission to have an overnight guest may be obtained by the student from the Residence Hall Director one week before the intended visit by completing and turning in the Overnight Guest Request Form. The guest must be on the student's On/Off Visitors List. The advance notice is necessary because the school sends out and must receive back from the guest's parents, an Overnight Parent Permission Form for a visitor under the age of 18. If the visitor is 18 years old or older, the Overnight Guest Request Form must be turned in for approval 48 hours prior to the visit. No overnight guests are allowed during required on-campus or exam weekends. The Director for Student Affairs has authority to limit or refuse overnight stays.

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

PART B: STUDENT SERVICES

EMPLOYMENT

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

In general:

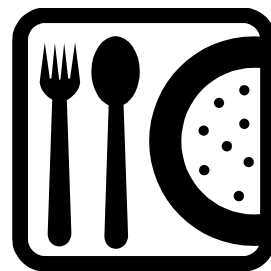
- (1) A student with more than one "C", "NC", or combination of the two at the quarter will not be allowed to continue employment
- (2) No exceptions to residential policies will be granted (curfews, check-in times, etc.)
- (3) An approved work permit must be on file in the Office of Student Affairs

FOOD SERVICES

The student ID card must be presented upon admittance to each meal. A lost ID card must be replaced as soon as possible in the MUW ID Office at a cost of \$25.00. Students who do not have their ID card may be denied entry into the cafeteria.

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

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



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

Parents, and guests are welcome to eat in Hogarth cafeteria for a fee charged at the door. Daily menus are posted in the foyer of the cafeteria.

The cafeteria hours are from 7:00 a.m. until 7:00 p.m.:

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

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HEALTH SERVICES

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

MUW HEALTH CENTER

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

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

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

Children's Health Insurance Program (CHIP)

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

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

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

MEDICATION POLICY

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

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Prescription Medication

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



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

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

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

MEDICAL INFORMATION

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

1. A record of immunization. A copy of this can be obtained at the student's local school and sent to MSMS. (Ordinarily this is included in the student's cumulative folder sent to MSMS).
2. The MSMS Health Information/Medical Treatment Form. This form is very important because it authorizes a doctor or hospital to provide treatment for both non-emergency and emergency situations.
3. A physical exam using the MSMS Physical Exam Form (must be repeated annually).
4. Residence Hall General Medication Use Permission Form.
5. Results of one of the following (must be repeated annually – no student may move into the residence hall until these test results are on file):
 - a) TB Skin Test
 - b) Acid Fast Smear
 - c) First Morning Sputum

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

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

MENTAL HEALTH EVALUATION

Students diagnosed with mood or anxiety disorders must submit a letter from their psychologist or psychiatrist stating that, in their professional opinion, the student can handle the academic and residential pressures of the MSMS environment and outlining any treatment protocol which should be continued during the student's enrollment at MSMS.

In the event that a student exhibits destructive behaviors including, but not limited to, threats, injury to self or others, suicidal gestures, excessive alcohol or medication overdose, etc., MSMS shall have the right to require that the parent/guardian pick up the student immediately. If the student plans to return to MSMS, he/she must submit to a formal mental health evaluation by a licensed psychologist or psychiatrist, to be conducted at the expense of the parent. The student will not be allowed to return to the MSMS campus until the evaluation is completed, the psychologist or psychiatrist has submitted in writing a statement that: (1) the student is not a danger to self or others and (2) the student can handle the academic and residential pressures of the MSMS environment and the student is complying with the recommendations of the mental health professional. If the situation does not carry a disciplinary sanction of suspension, the student's absence will be excused as a medical absence. Prior to returning to the MSMS campus, the student and his/her parent/guardian must meet with school officials and arrangements made for the student to comply strictly with the recommendations of the mental health professional and to meet regularly with his/her academic and/or residential life counselor.

LIBRARY

The MUW library can be utilized by MSMS students as a place of study and where books may be borrowed. The identification card provided to students during registration, which admits them to the cafeteria, is also used as a library card. Students are responsible for all charges incurred from lost or damaged books, magazines, and equipment.

The library hours are:

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

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



MONEY AND BANKING

It is suggested that students not keep large sums of cash with them or in their rooms. It is also suggested that students have a lock box in which to keep extra cash, checks, bank/credit cards or other valuable items they may

STUDENT AFFAIRS – RESIDENCE LIFE

need only from time to time. There are seven (7) banks, within a 15 minute walk of campus that will allow students to open a checking or savings account.

It is suggested that students arrive with traveler's checks or a bank check and within several days establish a local account. Many of the Columbus banks have state-wide branches and if a student's family is already associated with one, it may be possible to make arrangements through that bank.

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

List of Columbus banks:

Bancorp South
105 Fifth North
328-1000

Cadence
803 Main Street
327-3700

BankFirst
900 Main Street
328-2345

Regions Bank
905 Main Street
328-8222

Citizen National Bank
2412 Highway 45 N.
328-5357

Trustmark National Bank
624 Main Street
329-7000

Cadence ATM
Hogarth Student Center
(next to the book store)

Renasant Bank
905 Main Street
244-4900



POSTAL SERVICES

A full post office is housed in the MUW Student Union and may be utilized by MSMS students. Two MSMS students share an assigned mail box where their mail is delivered, so do not remove mail from the box if it does not belong to you. Mail box numbers are sent to students before arriving at school. A fee is collected from each student at registration, to cover the school year, and the combination of the mail box is given out at that time. Students should not take, open, or throw away the other postal box occupant's mail.

Mail should be addressed as follows:

(Name of Student)
MSMS1100 College Street, MUW-(Student's Box
Number)
Columbus, MS 39701

Packages or mail sent via UPS or Federal Express
should be addressed as follows:

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

STUDENT AFFAIRS – RESIDENCE LIFE

RELIGIOUS SERVICES

The school recognizes the desire of parents to have their son/daughter attend religious services. Students may make arrangements to participate in a church of their choice. Many churches are within walking distance of the school. The school does not provide transportation, but will assist students in making those arrangements. Students are allowed, with parental permission, to attend daytime Saturday and Sunday religious activities. Sunday night and mid week services that do not conflict with required study hours are permitted with parent permission. Students who earn privileges by earning excellent grades and exhibit excellent behavior may also attend night services that conflict with required study hours. All others require prior approval from the Director for Academic Affairs.

SAFETY AND SECURITY

Safety and security are everyone's concern and responsibility. MSMS is keenly aware of providing information and guidance to students in this regard and students are expected to develop an attitude of "community watch" and to report all concerns. MSMS is committed to the providing the safest environment for all students and employees. To assist with this effort, security cameras here are placed at strategic locations in and outside MSMS buildings. In addition, the MUW Police Department is on duty 24 hours a day and responds to calls for assistance. These officers are the legal authority on campus and have the same authority that a city police officer has. MSMS students are expected to show respect and cooperation to officials at all times.

Students are reminded of the following safety precautions:

In Rooms/Residence Hall

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

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

On Campus

1. Don't leave a purse or other personal items unattended.
2. Don't walk alone at night (on or off campus).
3. Stay in lighted areas.
4. Walk on public walkways which are well lighted.
5. Keep vehicles locked and do not leave valuables within.
6. Be aware of the activity around you when you are outdoors.
7. Report suspicious persons on campus to the staff.
8. Help keep the residence halls safe by keeping all side and back doors locked and closed.

STUDENT AFFAIRS – RESIDENCE LIFE

While walking

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

Some specific guidelines to keep in mind:

1. Walk in groups, especially at night.
2. If walking alone from one campus building to another at night, ask the residence hall staff for assistance. Campus security will escort you to your destination.

TRAVEL ARRANGEMENTS

The student and their parents are responsible for arranging transportation to and from school on extended weekends and vacations. The student should make arrangements to leave campus in advance of the day of departure, since the school will not assume responsibility for the student past 3:00 p.m. on the day of departure unless the Hall Director has approved an extension. Students living in the same geographic area might consider car pooling as well as their parents discussing this option among themselves. The Director for Student Affairs will supply information to a parent who is exploring this option. On the day of return, the residence halls open at 1:00 p.m. All students must have returned by 6:30 p.m., prior to the beginning of study hours. Students are to return by 6:30 p.m. on the day before classes resume regardless of their Privilege Plan or the time of their first class the next day. If an emergency arises, parents are to contact the Residence Hall Director to request a later arrival.

WELLNESS

The link among nutrition, physical activity, and learning is well documented. MSMS is committed to providing a school environment that enhances learning and development of lifelong wellness practices. All students at MSMS shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity as a valuable part of daily life.

Each student will be required to complete a wellness component as a requirement for graduation. The wellness component will consist of a combination of wellness seminars and for physical activity. Wellness grades will have an impact on eligibility for privilege plans. Failure to maintain a satisfactory "S" grade in wellness will be a consideration when extending invitations to return. Details regarding the wellness component will be provided during class orientations.

WORK SERVICE

The school is a community of people sharing common ideas and goals, and students contributing to the betterment of the school enhance this community spirit. The time each week a student contributes to the school community benefits everyone. Work service occurs during the student's non-academic hours and consists of custodial and non-custodial tasks. The work is important to the overall upkeep and functioning of the school, and the quality of the work done by the students exemplifies their pride in their school. The school considers work service an obligation accepted by the students as a condition of maintaining their status with the school. The student must fulfill this obligation each



STUDENT AFFAIRS – RESIDENCE LIFE

week and can make alternate arrangements when on a field trip, sick, or on extended weekends by rescheduling work with their supervisor. Students are responsible for contacting teachers, their mental/research supervisors, and work service supervisor prior to a field trip absence. The student must fulfill this obligation personally, punctually and adequately. Failure to do so will result in disciplinary action.

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

PART C: STUDENT ACTIVITIES

In addition to the activities related to the wellness dimensions, there is a wide variety of activities ranging from dances and parties to intramural sports and trips off campus.

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

CLUBS AND ORGANIZATIONS

MSMS students are encouraged to investigate the numerous academic and non-academic clubs and organizations at MSMS and to determine those which match their individual interests and abilities. Additional information regarding clubs and organizations may be found in the Academic Programs section of this handbook.

INTERSCHOLASTIC ACTIVITIES / ATHLETICS

Intramurals

Intramural sports may be offered. These include billiards, chess, flag football, Ultimate Frisbee, table tennis, and volleyball. Other events may be added as student interest indicates.

Varsity

The school provides opportunities to compete in activities sanctioned by the Mississippi High School Activities Association, Inc. Activities may vary with student interest, but generally include swimming, cross country, girls and boys soccer, and tennis.

Athletic and Club Eligibility

ACADEMIC - Nine Weeks Grades Since students may be asked to return to their home schools because of poor academic performance, the first priority for MSMS faculty and staff is student success in the classroom. Therefore, student progress is monitored consistently throughout the year. At any time a student experiences academic difficulty that jeopardizes his or her continued enrollment at MSMS, the student may be considered academically

STUDENT AFFAIRS – RESIDENCE LIFE

ineligible to participate in athletics and club functions. When satisfactory progress has been made, as determined by the Director for Academic Affairs, the student will be allowed to return to participation in the activity. Specific expectations may vary depending on the situation and will be communicated to students in writing.

At the end of each nine weeks, students must earn a minimum GPA of 2.5 with no NC's in order to remain eligible. Additionally, students must be on track for graduation at MSMS.

DISCIPLINE. Students who are completing disciplinary consequences or students committing school violations that result in referrals to administration may lose athletic competition privileges. Students who are completing disciplinary consequences or students who are ineligible for a 9-week grading period may continue to participate in practice if these practices do not interfere with tutorials, study time, or required study hours. However, the student will not be allowed to attend or participate in games or matches.

Marks of "Incomplete" will be addressed on an individual basis. The Director for Academic Affairs retains final authority regarding academic eligibility.

PUBLICATIONS

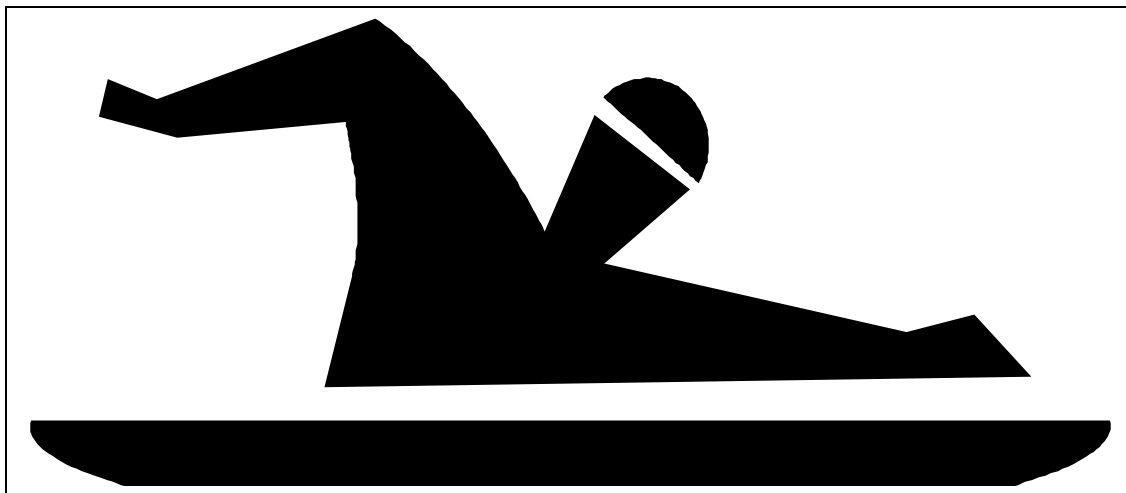
MSMS students produce three (3) high quality print publications which record news and events at MSMS and showcase student work. The school newspaper, ***Vision***, is published quarterly by students enrolled in Journalism. Other journalism students elect to work toward publication of the school yearbook, ***Innovator***. The school literary magazine, ***Southern Voices***, published each spring, is a compilation of student writing and artwork. In addition to these print publications, students in the Web Services class create electronic publications in the form of web pages for teachers, clubs, and student organizations.

Students interested in learning more about these journalistic opportunities should see the following sponsors:

Literary Magazine	Mrs. Emma Richardson
Newspaper	Mr. Jack Carter
Yearbook	Mr. Jack Carter

SWIMMING

An indoor pool is available for use by MSMS students throughout the school year. Located in Stark Recreation Center, pool hours are posted and swimming is allowed only when a lifeguard is present.



SCHOLARSHIP



CREATIVITY



COMMUNITY



SERVICE



PRIVILEGE PLANS

PRIVILEGE PLANS

Philosophy

Students vary widely in their development of abilities to use good judgment, make good decisions, and generally act maturely. In order to recognize these differences, the school has developed a system of privileges that take into consideration grades, behavior, work service, wellness, attendance and participation in school organizations. An assessment of these areas will occur every nine weeks and privileges offered to the student will be the result of the student's individual efforts. A student at MSMS will always fall within one of the plans beginning with their arrival as incoming Juniors. **Students must apply for a privilege plan each new nine-week grading period.**

General Guidelines

JUNIORS

1. Incoming Juniors generally have had little experience with the demands required of them. To assist them in their development of self-discipline in their residential life and study habits, self-reliance in caring for themselves in campus life, and in the advanced planning necessitated by a college-type schedule, we ask them to follow a guided structure until First Quarter Reports are issued. During this time many on and off campus activities will be available.

Junior Plan (all incoming juniors)

CURFEW:	School nights: 10:30 p.m. Friday and Saturday: 11:00 p.m.
STUDY HOURS:	7:00 p.m. - 9:00 p.m. Sunday-Thursday as specified in the Handbook; room doors will be left open until after the 1st quarter grades are evaluated
LIGHTS OUT & COMPUTERS OFF:	12:00 p.m. Sunday-Thursday 2:00 a.m. Friday-Saturday
OVERNIGHT GUESTS:	None
CAR USE:	For trips home only. Keys must be turned in to the residence hall office.
SIGN-OUTS:	Students may go off campus after signing out in the residence hall to walk to several specific places down town during daylight hours or in school shuttles. (Weekend shuttle trips are made to the malls, movies, and Wal-Mart.)

It is strongly recommended that students sign out on weekends only to their own homes while on the Junior Plan.

Once first quarter grades are issued, Juniors may either remain on the Junior Plan or move to the Standard Plan for the second nine-week period.

2. Shortly after the first quarter Grade Reports are issued, an assessment will be made to determine whether the junior student is eligible to transfer to the school's Standard Plan. If so, these privileges will begin as soon as possible and continue for the remainder of the 2nd nine-week grading period. If not eligible, the guided structure indicated above will continue until the end of the first semester. The criteria to be assessed when 1st Quarter Grade Reports are issued may be found under eligibility criteria on each of the plans that follow.

PRIVILEGE PLANS

3. Beginning with the 3rd nine-week grading period and every nine-week grading period thereafter, Juniors may apply for placement on either the Premium, Extended, or Standard Plan or be placed on an Individualized Assistance Plan based on the results of academic, residential, wellness, and work service performance during the previous nine-week period.

SENIORS

1. Seniors' 1st nine-week plan placement will be based on their performance the last nine weeks of their Junior year.
2. Beginning with the second nine-week grading period, and every nine-week grading period thereafter, seniors may apply for placement on either the "O", Premium, or Extended Plan. Seniors who do not qualify for the plan either of the three aforementioned plans will either be placed on the standard plan or be placed on an Individualized Assistance plan, based on the results of academic, residential, and work service performance during the previous nine-week period.

PROCEDURE

Students apply for placement on one of the three (3) privilege plans after their initial nine-week period. Evaluation of each student's performance on specific criteria during the previous nine weeks determines his/her placement. For example, a student on the Standard Plan during the 2nd nine-week grading period who has met the criteria for the Extended Plan may apply to have all the privileges associated with the Extended Plan during the 3rd nine-week grading period. What that student does during the 3rd nine-week grading period will be the basis of determining his/her privilege plan placement for the 4th nine weeks. Seniors' 1st nine-week plan placement will be based on their performance the last nine weeks of their Junior year. **To remain on a current plan or to move to a higher level privilege plan the student must (1) apply during the established window and (2) meet all criteria.**

1. Students must apply for placement on a privilege plan each nine weeks. Failure to do so will result in their return to the standard plan.
2. Academic measure is one criterion upon which the privilege plan system is based. The following values are used to compute the academic quality average:
 - A=4 pts; B=3 pts; C=2 pts
3. It is possible to end a nine-week grading period with one or more incomplete grades, thus making it impossible to determine the proper privilege plan. If at any time during the nine-week period a finalized grade is available, it will be used to reevaluate the student's placement in the proper privilege plan.
4. Students who participate in an approved community service program and can document at least twelve (12) approved hours, are allowed to add one point to the cumulative quality point total prior to averaging for a nine-week period. The final average is the final calculation that is to be submitted for review.
5. Students who meet the Eligibility Criteria for the "O", Premium, or Extended privilege plans are not automatically accepted into the plan, but must fill out a formal application for admission within one week after receipt of the grades. The student is responsible for filling out the application and returning it by the deadline. Applications are to be picked up and returned to the residence hall office.

PRIVILEGE PLANS

6. Each student earning upper level privileges will be issued a card indicating their privilege plan, the sign-out privileges they have earned, and the day(s) they selected to not have required study hours. Students are required to have their card with them during study hours and when signing out. Students that do not have required study hours and do not have their card with them during study hours will automatically be required to resume study hours.
7. If you miss an assigned study hours night, you are required to make it up on one of the selected nights off or give up a general purpose sign-out coupon.

A Violation's Effect on the Privilege Plan

A student who commits a rule violation will be assigned the corresponding consequence regardless of the privilege plan in which they participate. **The consequence of a violation supercedes any specifically earned privilege with which it conflicts.** For example, a violation requiring a residence hall restriction must be served even though the student may have off campus privileges in his/her plan. Once the restriction is served, the specific privilege of going off campus is resumed. The only exception is a student in the "O", Premium, or Extended Privilege Plan who receives a Level III violation or more than two Level II violations in a nine-weeks grading period. That student is extended the privileges in the Standard Plan for the remainder of the nine-week period.

Violations Pertaining to Privilege Plans

It is a serious violation for any student to misrepresent or falsify information concerning eligibility in any privilege plan. (See Conveying False Information, Level II violation, in the Disciplinary Section of this Handbook.) A privilege plan may be revoked based upon a student being placed on probationary status.

INDIVIDUALIZED ASSISTANCE PLAN

Students not meeting the minimum criteria to remain eligible for the Standard Privilege Plan shall have an individualized program designed and developed to meet their particular needs. (1) If the student has more than one NC grade, excessive absences, or 6 hours of Saturday School for academic reasons, the Director for Academic Affairs and/or the student's counselor will discuss the situation with the student and develop an Individualized Assistance Plan. (2) If the student has a sufficient number of violations or an unsatisfactory work service rating, the Director for Student Affairs and/or the student's Residence Hall Director, Work Service Supervisor, or Activities Director will discuss the situation with the student.

EARNED PRIVILEGE PLANS

The four (4) earned privilege plans include:

1. The "O" PLAN (available only to seniors)
2. The Premium Plan
3. The Extended Plan
4. The Standard Plan

Descriptions of each plan, including eligibility criteria and privileges associated with the plan may be found on the following pages.

PRIVILEGE PLANS

THE "O" PLAN

(Only offered to seniors)

ELIGIBILITY CRITERIA		PRIVILEGES	
GRADES	<ul style="list-style-type: none"> Academic Quality Average: 3.8-4.0 No NCs 	LIGHTS OUT	Regular
VIOLATIONS	<ul style="list-style-type: none"> No more than two Level I written warnings No Level II or III 	CURFEW	Regular
SATURDAY SCHOOL	<ul style="list-style-type: none"> No more than 1 hr assigned for academic reasons 	STUDY HOURS	3 days a week not required (remember that others will be studying)
EXTRA-CURRICULAR	<ul style="list-style-type: none"> Participation/Membership in 2 activities, clubs, or organizations during the previous 9 weeks 	TV TIME	<ul style="list-style-type: none"> Ends 12:00 a.m. Sunday – Thursday Study hours – on nights not required
ATTENDANCE	<ul style="list-style-type: none"> No unexcused absences *No more than 1 excused absence in any one class No more than two tardies during the nine week period 	SIGN OUT LIMIT (weekend)	7 hours
WORK SERVICE	<ul style="list-style-type: none"> Outstanding rating 	CAR USE	<ul style="list-style-type: none"> Monday – Thursday for general errands [4 hours; local; in by 10:00] 5 general purpose sign-outs [4 hours; local; in by 10 p.m.] 3 special event sign-outs [48 hours prior permission from the Hall Director]
RESIDENTIAL LIVING	<ul style="list-style-type: none"> Outstanding rating 		
WELLNESS	<ul style="list-style-type: none"> Outstanding rating 		

***Note:** School field trips are not counted against a student. The Director for Academic Affairs shall reserve final authority in the area of absences.

PRIVILEGE PLANS

THE "PREMIUM" PLAN

(Available to juniors and seniors)

ELIGIBILITY CRITERIA		PRIVILEGES	
GRADES	<ul style="list-style-type: none"> Academic Quality Average: 3.5-3.79 No NCs 	LIGHTS OUT	Regular
VIOLATIONS	<ul style="list-style-type: none"> No more than two Level I No Level II or III 	CURFEW	Regular
SATURDAY SCHOOL	<ul style="list-style-type: none"> No more than 2 hrs assigned for academic reasons 	STUDY HOURS	Two days a week not required (remember that others will be studying)
EXTRA-CURRICULAR	<ul style="list-style-type: none"> Participation/Membership in 2 activities, clubs, or organizations during the previous 9 weeks 	TV TIME	<ul style="list-style-type: none"> Ends 12:00 a.m. Sunday – Thursday Study hours – on nights not required
ATTENDANCE	<ul style="list-style-type: none"> No unexcused absences *No more than 2 excused absences in any one class No more than two tardies during the nine week period 	SIGN OUT LIMIT (weekend)	6 hours
WORK SERVICE	<ul style="list-style-type: none"> Outstanding rating 	CAR USE	<ul style="list-style-type: none"> 2 times Monday – Thursday for general errands [4 hours; local; in by 10:00] 4 general purpose sign-outs [4 hours; local; in by 10 p.m.] 3 special event sign-outs [48 hours prior permission from the Hall Director]
RESIDENTIAL LIVING	<ul style="list-style-type: none"> Satisfactory rating 		
WELLNESS	<ul style="list-style-type: none"> Satisfactory rating 		

***Note:** School field trips are not counted against a student. The Director for Academic Affairs shall reserve final authority in the area of absences.

PRIVILEGE PLANS

THE "EXTENDED" PLAN

(Available to juniors and seniors)

ELIGIBILITY CRITERIA		PRIVILEGES	
GRADES	<ul style="list-style-type: none">Academic Quality Average: 3.2-3.49No NCs	LIGHTS OUT	Regular
VIOLATIONS	<ul style="list-style-type: none">No more than three Level INo more than one Level IINo Level III	CURFEW	Regular
SATURDAY SCHOOL	<ul style="list-style-type: none">No more than 4 hrs assigned for academic reasons	STUDY HOURS	One day a week not required (remember that others will be studying)
EXTRA-CURRICULAR	<ul style="list-style-type: none">Participation/Membership in one activity, club, or organization during the previous 9 weeks	TV TIME	<ul style="list-style-type: none">Ends 12:00 a.m. Sunday – Thursday
ATTENDANCE	<ul style="list-style-type: none">No unexcused absencesNo more than 3 excused absences in any one classNo more than 3 tardies in the nine week period	SIGN OUT LIMIT (weekend)	5 hours
WORK SERVICE	<ul style="list-style-type: none">Satisfactory rating	CAR USE	<ul style="list-style-type: none">1 time Monday – Thursday for general errands [4 hours; local; in by 10:00]3 general purpose or special events sign outs [Arrange with Hall Director]
RESIDENTIAL LIVING	<ul style="list-style-type: none">Satisfactory rating		
WELLNESS	<ul style="list-style-type: none">Satisfactory rating		

School field trips are not counted against a student. The Director for Academic Affairs shall reserve final authority in the area of absences

PRIVILEGE PLANS

THE "STANDARD" PLAN

(Available to juniors and seniors)

ELIGIBILITY CRITERIA		PRIVILEGES	
GRADES	<ul style="list-style-type: none">• Academic Quality Average: 3.0-3.19• No more than one NC	LIGHTS OUT	Regular
VIOLATIONS	<ul style="list-style-type: none">• No more than four Level I• No more than one Level II• No Level III	CURFEW	Regular
SATURDAY SCHOOL	<ul style="list-style-type: none">• No more than 6 hrs assigned for academic reasons	STUDY HOURS	Required
EXTRA-CURRICULAR	<ul style="list-style-type: none">• N/A	TV TIME	<ul style="list-style-type: none">• Ends 11:00 p.m. Sunday – Thursday
ATTENDANCE	<ul style="list-style-type: none">• No more than one unexcused absence• No more than 5 excused absences in any one class• No more than 4 tardies in the nine week period	SIGN OUT LIMIT	4 hours
WORK SERVICE	<ul style="list-style-type: none">• Satisfactory rating	CAR USE	<ul style="list-style-type: none">• Weekends only
RESIDENTIAL LIVING	<ul style="list-style-type: none">• Satisfactory rating		
WELLNESS	<ul style="list-style-type: none">• Satisfactory rating		

School field trips are not counted against a student. The Director for Academic Affairs shall reserve final authority in the area of absences

SCHOLARSHIP



CREATIVITY



COMMUNITY



SERVICE



**DISCIPLINE
&
SCHOOL
SAFETY**

DISCIPLINE & SCHOOL SAFETY

PHILOSOPHY

To develop a strong sense of community, expectations are a necessary framework within which a sense of closeness, cooperation, sharing, enjoyment, and a feeling of belonging can emerge. All groups find comfort in establishing standards or rules which help guide the behavior of its members. MSMS recognizes the need for such rules, and also understands the value of defining possible consequences in the event those rules are disregarded.

The willful or inadvertent disregard for school rules implies a need for learning proper conduct. Learning correct action or behavior is brought about through the use of natural, predetermined consequences. The consequence is intended to reasonably fit the seriousness of the violation and ultimately to change behavior. To this end, three levels of violations and corresponding consequences have been developed. **Level I violations** are minor infractions that are disruptive to the daily operation of academic and residential life. **Level II violations** are more serious infractions indicating a more substantial disregard for school procedures and demonstrate a lack of student self-control. **Level III violations** are the most serious infractions indicating total disregard for the welfare of self and others.

School officials will determine what constitutes unacceptable behavior and address violations of that behavior utilizing their discretion. Unanticipated, unacceptable incidents will arise and require follow-up action. **It is not the intention of the school to supplant each student's individual responsibility by itemizing every possible violation and defining its consequence. Hence, the absence of any specifically defined rule or regulation, procedure or policy should not be viewed as an indication of acceptable behavior. Students should ask for clarification before making any assumption or conducting questionable behavior.** Therefore, the offenses listed are examples typical of each level.

The rules in the disciplinary section were established to provide clear expectations. Both parents and students should spend time familiarizing themselves with these policies and expectations. **Parents agree to work cooperatively with the residence life staff in maintaining the established behavioral standards.** One example of cooperative efforts is for parents to support the discipline policies as written in Section V of the handbook rather than ask that exceptions be made. Consistent application of consequences to inappropriate behavior teaches responsibility and discipline in a positive manner.

RESPONSIBILITY FOR DISCIPLINE

In general, the Director for Academic Affairs handles all incidents of academic dishonesty and violations of the Disciplinary Code during organized academic activities, such as classes, labs, academic field trips, etc. that are referred to administration. The Director for Technology handles incidents related to misuse of school-owned computer equipment, personal computers, and network violations that are referred to administration. The Director for Student Affairs normally oversees all other violations. All administrators take call on a rotating basis and handle any incident referred to them during evening hours.

CONSEQUENCES

Student misconduct may result in restriction, probation, suspension, dismissal, or expulsion. The school reserves the right to pursue disciplinary action or legal action for student behavior while under the jurisdiction of MSMS, on or off campus, which is subversive to good order and discipline in the school, even though the behavior is not specified in this handbook. A student who continues to misbehave will be recommended for dismissal or expulsion. Parents are expected to support and cooperate with school efforts.

DISCIPLINE & SCHOOL SAFETY

Parents of students who have repeated violations may consider returning the student to his/her home school before dismissal is recommended. Once the recommendation for dismissal has been made voluntary withdrawal is not an option. Students who have been dismissed from MSMS for disciplinary cause or who withdrew prior to a recommendation for dismissal will not be readmitted to or allowed to visit MSMS under any circumstances. Per Mississippi code, a student expelled from MSMS may be subject to not being re-admitted to his/her home school.

MISSISSIPPI STATE CODES

STATE LAWS

A number of laws have been passed by the State Legislature in an attempt to prevent school violence, motivate students to modify or extinguish delinquent behavior, and generally impact school safety. A copy of the entire law may be found in the volumes of the Mississippi Code Annotated of 1972, as amended. The following statutes are examples of some of the state laws that pertain to student conduct and school safety, but are not meant to be an exhaustive list of all statutes applicable to student conduct on or off of school property.



DISCIPLINE & SCHOOL SAFETY

Mississippi Code §37-3-51	Notification of Department of Education of conviction of certificated person of certain felonies of sex offense
Mississippi Code §37-3-81	School Safety Center established by the Mississippi Department of Education
Mississippi Code §37-3-84	Confiscation of illegal firearms; reward
Mississippi Code §37-3-89	School discipline and classroom management courses; requirement; approval
Mississippi Code §37-3-93	School Crisis Management Program; quick response teams; toll-free telephone service for reporting school violence
Mississippi Code §37-7-323	Application and enforcement of general criminal laws of state
Mississippi Code §37-9-14	General duties and powers of superintendent of school district
Mississippi Code §37-9-17	Fingerprinting and criminal background checks for applicants
Mississippi Code §37-9-71	Suspension of pupils
Mississippi Code §37-11-5	Instruction in fire drills and emergency management
Mississippi Code §37-11-18	Expulsion of student possessing controlled substance or weapon or committing violent act on school property
Mississippi Code §37-11-18.1	Expulsion of habitually disruptive students aged 13 years or older upon third occurrence of disruptive behavior within school year
Mississippi Code §37-11-19	Suspension or expulsion of student damaging school property; liability of parent or custodian
Mississippi Code §37-11-20	Intimidation, threatening or coercion of students for purpose of interfering with attendance of classes
Mississippi Code §37-11-21	Abuse of superintendent, principal, teacher, or bus driver
Mississippi Code §37-11-23	Disturbing public school sessions or meetings
Mississippi Code §37-11-29	Reporting of unlawful activity or violent act on educational property or during school related activity; authority of law enforcement officers; reporting of disposition of charges against student; liability of school personnel participating in reporting
Mississippi Code §37-11-35	Penalties for failure to file reports pursuant to Mississippi Code §37-11-18
Mississippi Code §37-11-37	Public high school fraternity, sorority or secret society; definition
Mississippi Code §37-11-39	Public high school fraternity, sorority or secret society; illegality
Mississippi Code §37-11-41	Public high school fraternity, sorority or secret society; membership or participation in activities
Mississippi Code §37-11-43	Public high school fraternity, sorority or secret society; duties of boards of trustees
Mississippi Code §37-11-49	Wearing of approved eye protective devices required during participation in certain vocational, industrial arts, and chemical-physical laboratory courses of instruction
Mississippi Code §37-11-53	School district discipline plans; appearance by parents, guardians or custodians at discipline conferences; recovery from parents for damage or destruction of school property
Mississippi Code §37-11-55	Code of student conduct
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 § 41-29-105	Definitions related to possession, transfer, etc. of controlled substances
Mississippi Code § 41-29-113-121	Controlled substances, Schedules I-V
Mississippi Code § 41-29-313	Drug-Free Workplace of 1988
Mississippi Code § 49-29-105	Inhalants, definitions
Mississippi Code § 63-11-30	Operation of vehicle while under the influence of alcohol, dugs, or controlled substances
Mississippi Code § 67-1-5	Alcoholic beverages, definitions

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Mississippi Code § 67-1-81	Underage purchase, receipt, possession, sale of alcohol
Mississippi Code § 71-7-1	Drug and Alcohol Testing
Mississippi Code § 93-5-26	Right of non-custodial parents
Mississippi Code § 97-31-27	Sale, possession of intoxicating beverages prohibited
Mississippi Code § 97-31-47	Transportation of intoxicating liquors into or within the state
Mississippi Code § 97-32-1	MS Juvenile Tobacco Access Prevention Act
Mississippi Code § 97-32	Definition of tobacco products
Mississippi Code § 97-32-9	Juvenile purchase, possession of tobacco on school property
Mississippi Code § 97-32-27	Definition of adult, minor, educational property
Mississippi Code § 97-35-13	Disruption of a public place
Mississippi Code § 97-32-3	Definitions of tobacco products
Mississippi Code § 97-32-13	Juvenile misrepresentation of age for the purchase of possession of tobacco products
Mississippi Code § 97-37-1	Deadly weapons; carrying while concealed; use or attempt to use
Mississippi Code § 97-37-17	Possession of weapons; carry while concealed; use or attempt to use
U.S. Constitution, Art. 23, § 158	National minimum drinking age

DISCIPLINE & SCHOOL SAFETY

MSMS CODE OF CONDUCT VIOLATIONS AND CONSEQUENCES

The following list of violations is not meant to be all-inclusive. Administration will assign activities not listed to the appropriate level as “unspecified”. When an incident occurs involving multiple violations on the same level, staff may count each violation separately or consider the incident as one violation at a higher level for the purpose of determining the consequence(s). Multiple violations at any level may result in administrative assignment of probation.

LEVEL ONE (GENERAL) – Level I General violations will be carried over to the second semester if the total number exceeds four (five or more). No Level I violations will be carried over to the following school year.

OFFENSE	CONSEQUENCE
<ol style="list-style-type: none">1. Running in building/playing sports in building/HORSE PLAY (in or out of buildings) without injury or damage2. SWEARING (using obscenities)3. LEAVING THE RESIDENCE HALL without permission when at least one class has been missed during the day or being out of the room when confined to bed rest4. FAILURE TO SEE STAFF within 24 hours to discuss rule violation5. LIGHTS ON after lights out time, or objects under door6. (refer to #5 Lights Out on page 77)7. Not at ROOM CHECK; no prior arrangement made8. Did not complete WORK SERVICE duty prior to stated residence hall time on the assigned day9. Disturbing others or making excessive NOISE10. FAILURE TO SIGN OUT/IN (accidental) for field trips, mentorships, going home on weekend, etc.11. Being on the TELEPHONE after lights out (public or personal phone)12. SIGNING IN LATE, other than at curfew, without authorization13. SITTING ON tables, air units, the arms or back of couches or chairs, shoes or feet on furniture14. ROOM INSPECTION - did not pass inspection (including leaving for extended weekend & holidays)15. DISRESPECT/NONCOMPLIANCE	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none">• Written warning <p>SECOND OFFENSE:</p> <ul style="list-style-type: none">• Extra work service assignment (2 hours) <p>THIRD OFFENSE:</p> <ul style="list-style-type: none">• Saturday School (4 hrs) <p>FOURTH OFFENSE:</p> <ul style="list-style-type: none">• Weekend residence hall restriction <p>FIFTH OFFENSE</p> <ul style="list-style-type: none">• Referral to administration as level II <p>SIXTH OFFENSE:</p> <ul style="list-style-type: none">• Parent conference required• Referral to administration as level II or III (at the discretion of the administrator)

*serious or repeated infractions will be referred to an administrator as a Level II or Level III unspecified

DISCIPLINE & SCHOOL SAFETY

LEVEL ONE (EXCEPTIONS) – Level I violations (exceptions), except for tardies, will be carried over and accumulated for the entire year. No Level I violations will be carried over to the following school year.

OFFENSE	CONSEQUENCE
1. <u>CLEANLINESS.</u> Failure to straighten or clean up after yourself. Putting personal trash in a common or unauthorized area	FIRST OFFENSE: <ul style="list-style-type: none"> Emptying the trash in all the lobbies for two weekends SECOND OFFENSE: <ul style="list-style-type: none"> The above and straightening and vacuuming all lobbies and TV rooms for two weekends THIRD OFFENSE: <ul style="list-style-type: none"> Referral to administration
2. <u>NOISE.</u> Audio devices too loud or speakers in windows	FIRST OFFENSE: <ul style="list-style-type: none"> Written warning and discussion with staff SECOND OFFENSE: <ul style="list-style-type: none"> Removal of equipment for fourteen (14) days THIRD OFFENSE: <ul style="list-style-type: none"> Permanent removal of equipment
3. <u>TARDY.</u> Beginning with the sixth day of the semester, the consequences for tardiness in academic class will start.	FIRST OFFENSE: <ul style="list-style-type: none"> Warning from Director for Academic Affairs parent notified SECOND OFFENSE: <ul style="list-style-type: none"> 2 hrs extra work service parent notified THIRD OFFENSE: <ul style="list-style-type: none"> Saturday school (4 hrs) parent notified FOURTH OFFENSE: <ul style="list-style-type: none"> In Hall Restriction (3 days) Referral to administration as Level II Probation likely Parent conference required FIFTH OFFENSE: <ul style="list-style-type: none"> In Hall Restriction (5 days) Referral to administration as Level II Probation definite Parent conference required SIXTH OFFENSE: <ul style="list-style-type: none"> Referral to administration as Level III parent conference required
4. <u>COMPUTER.</u> Level I computer violations	FIRST OFFENSE: (non-malicious) <ul style="list-style-type: none"> Written warning

DISCIPLINE & SCHOOL SAFETY

	SUBSEQUENT OFFENSES: <ul style="list-style-type: none"> • • 2 hours Saturday School and/or • Loss of personal computer privilege on campus
5. <u>DRESS.</u> Violation of dress code	FIRST OFFENSE: <ul style="list-style-type: none"> • Must change immediately SECOND OFFENSE: <ul style="list-style-type: none"> • Must change immediately and • Weekend Restriction THIRD OFFENSE: <ul style="list-style-type: none"> • Must change immediately and • one-week in-hall restriction and • parent conference
6. <u>PUBLIC DISPLAY OF AFFECTION</u> (Acceptable: hand holding, brief friendly hug, kiss on the cheek, arm around shoulder or waist)*	FIRST OFFENSE: <ul style="list-style-type: none"> • Written Warning SECOND OFFENSE: <ul style="list-style-type: none"> • Weekend Restriction THIRD OFFENSE: <ul style="list-style-type: none"> • Referral to Administration
7. <u>UNSPECIFIED.</u> (for administrative use only)	See administrator for disciplinary action

DISCIPLINE & SCHOOL SAFETY

The following list of violations is not meant to be all-inclusive. Administration will assign activities not listed to the appropriate level as “unspecified”. When an incident occurs involving multiple violations on the same level, staff may count each violation separately or consider the incident as one violation at a higher level for the purpose of determining the consequence(s). Multiple violations at any level may result in administrative assignment of probation.

LEVEL TWO (GENERAL) – Level II violations (general) will be carried over to the second semester if the total number exceeds one (two or more). No Level II violations will be carried over to the following school year.

OFFENSE	CONSEQUENCE
<ol style="list-style-type: none"> 1. Being in ANOTHER STUDENTS' ROOM without his/her permission 2. DISRESPECT/NONCOMPLIANCE - to students, faculty, staff and/or administration 3. Possession of PORNOGRAPHIC MATERIAL or materials encouraging the use of illegal drugs or alcohol 4. Presence in unauthorized or OFF-LIMITS AREAS 5. Encouraging others to GAMBLE 6. Compromising HALL SECURITY, propping open exit doors, or exiting an alarmed door. 7. Not leaving the building during an EVACUATION DRILL 8. Possession or use of NON-APPROVED ITEM without permission. 9. FAILING TO SIGN IN GUEST or taking a guest of the opposite sex beyond the lobby (other than immediate family) without permission. 10. Allowing other students in room after LIGHTS OUT 11. Failure to attend REQUIRED/ASSIGNED MEETING or assemblies 12. OUT OF ROOM after lights out . 13. CELL PHONE OR OTHER ELECTRONIC LISTENING DEVICE – use in academic buildings, during special events, during study hours 14. Running in building/playing sports in building/HORSE PLAY (in or out of buildings) resulting injury or damage 	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> • Weekend Residence Hall Restriction <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> • In-Hall Restriction for 7 days <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> • Referral to administration as a Level III

DISCIPLINE & SCHOOL SAFETY

LEVEL TWO (EXCEPTIONS) – Level II violations (exceptions) will be carried over and accumulated for the entire year. No Level II violations will be carried over to the following school year.

OFFENSE	CONSEQUENCE
1. Conveying FALSE INFORMATION through written or verbal communication	FIRST OFFENSE: <ul style="list-style-type: none"> Two (2) weeks in-hall restriction SECOND OFFENSE: <ul style="list-style-type: none"> Will be referred to administration as a Level III violation
2. Inappropriate CAFETERIA BEHAVIOR / manners – includes leaving a mess & throwing food	FIRST OFFENSE: <ul style="list-style-type: none"> Extra work service in the dining room SECOND OFFENSE: <ul style="list-style-type: none"> Weekend residence hall restriction THIRD OFFENSE: <ul style="list-style-type: none"> Referral to administration as a Level III violation
3. Failure to do WORK SERVICE	FIRST OFFENSE: <ul style="list-style-type: none"> Two (2) hours of make-up work & two (2) hours of Saturday School SECOND OFFENSE: <ul style="list-style-type: none"> Weekend hall restriction THIRD OFFENSE: <ul style="list-style-type: none"> Referral to administration as a Level III violation
4. Acts of minor VANDALISM NOTE: When there occurs accidental damage to property, the student will take responsibility for repairing the damage by making the repairs; paying for the repairs to be made; or working off the sum of the repairs with equivalent work service hours. (This will not be recorded as a violation only if it is voluntarily reported and is accidental.)	FIRST OFFENSE: <ul style="list-style-type: none"> Pay for all damages and two (2) weeks in-hall restriction SECOND OFFENSE: <ul style="list-style-type: none"> Referral to administration as a Level III violation

DISCIPLINE & SCHOOL SAFETY

LEVEL TWO (EXCEPTIONS) – Level II violations (exceptions) will be carried over and accumulated for the entire year. No Level II violations will be carried over to the following school year.

<p>5. Disregard for the VEHICLE policy and procedures, and trust</p> <p style="text-align: center;">A. VIOLATION BY DRIVER/STUDENT OWNER</p> <p>Note: When a student has lost the privilege of having a vehicle on campus, it is the parent's responsibility to take possession of the car within 48 hours of notification.</p>	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> The owner of the vehicle involved will take the vehicle home for 30 days and will serve 2 weekend residence hall restrictions. Parent Conference may be required. <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> The owner of the vehicle involved will take the vehicle home and may not have a vehicle at school for the remainder of the school year. The student will serve 18 days of In-Hall restriction. Parent Conference. <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> Referred to administration as Level III violation and may involve an evaluation of the student's continued placement at MSMS.
<p>6. Disregard for the VEHICLE policy and procedures, and trust</p> <p style="text-align: center;">B. VIOLATION BY PASSENGER</p>	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> 2 weekend residence hall restrictions <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> 18 days of In-Hall Restriction <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> Referred to administration as Level III violation
<p>7. Disregard for the VEHICLE policy and procedures, and trust</p> <p style="text-align: center;">C. Parking a VEHICLE in a non-designated space, on campus or off, without school permission. Failure to register vehicle.</p> <p>Note: When a student has lost the privilege of having a vehicle on campus, it is the parent's responsibility to take possession of the car within 48 hours of notification.</p>	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> Loss of vehicle privileges for remainder of the school year. Parent Conference. <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> Referred to administration as a Level III violation and may involve an evaluation of the student's continued placement at MSMS.
<p>8. Disregard for CURFEW</p> <p style="text-align: center;">A. LATE LESS THAN FIFTEEN (15) MINUTES</p>	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> Written warning (will not count against Privilege Plan) <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> Weekend residence hall restriction: parents may be contacted <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> In-hall restriction for 2 weeks <p>FOURTH OFFENSE:</p> <ul style="list-style-type: none"> Will be referred to administration as a Level III violation (parent conference is required)

DISCIPLINE & SCHOOL SAFETY

LEVEL TWO (EXCEPTIONS) – Level II violations (exceptions) will be carried over and accumulated for the entire year. No Level II violations will be carried over to the following school year.

9. Disregard for CURFEW B. LATE FIFTEEN (15) MINUTES TO SIXTY (60) MINUTES	FIRST OFFENSE: <ul style="list-style-type: none"> Weekend residence hall restriction SECOND OFFENSE: <ul style="list-style-type: none"> Will be referred to administration as a Level III violation (parent conference is required)
10. LYING to a judicial court	ALL OFFENSES: <ul style="list-style-type: none"> To be determined by the judicial court & approved by the Director of Student Affairs
11. Intentional failure to SIGN IN OR OUT	FIRST OFFENSE: <ul style="list-style-type: none"> In-Hall restriction for 14 days SECOND OFFENSE: <ul style="list-style-type: none"> Will be referred to administration as a Level III violation
12. DEFIANCE of school personnel's authority	FIRST OFFENSE: <ul style="list-style-type: none"> 7 days of in-hall restriction SECOND OFFENSE: <ul style="list-style-type: none"> 2 weeks (14 days) in-hall restriction THIRD OFFENSE: <ul style="list-style-type: none"> Will be referred to administration as a Level III violation
13. Violation of STUDY HOURS (7:00 p.m.-9:00 p.m.) regulations	FIRST OFFENSE: <ul style="list-style-type: none"> Two (2) hours Saturday School; one (1) hour of weekend work service SECOND OFFENSE: <ul style="list-style-type: none"> Four (4) hours Saturday School; two (2) hours of weekend work service THIRD OFFENSE: <ul style="list-style-type: none"> Will be referred to administration as a Level III violation
14. INDECENT EXPOSURE	Referred to administration
15. Level II COMPUTER violations	Two hours Saturday School and/or loss of personal computer privileges on campus

DISCIPLINE & SCHOOL SAFETY

LEVEL TWO (EXCEPTIONS) – Level II violations (exceptions) will be carried over and accumulated for the entire year. No Level II violations will be carried over to the following school year.

<p>16. UNEXCUSED ABSENCE – When a student misses more than 30 minutes in a class and is not excused according to the lawful excused absences, he/she is reported as having an unexcused absence</p> <p>NOTE: Beginning with the third full day of school, the consequences for absence from academic class will start.</p>	<p>FIRST ABSENCE:</p> <ul style="list-style-type: none">• Saturday School (2 hrs)• Parent notified <p>SECOND ABSENCE:</p> <ul style="list-style-type: none">• Saturday School (4 hrs)• Parent notified <p>THIRD ABSENCE:</p> <ul style="list-style-type: none">• Weekend Residence Hall Restriction• Parent notified <p>FOURTH ABSENCE:</p> <ul style="list-style-type: none">• In Hall Restriction (5 days)• Probation• parent conference required <p>FIFTH ABSENCE:</p> <ul style="list-style-type: none">• Referral to Administration as a Level III which could lead to dismissal from school• Parent conference required
17. UNSPECIFIED (for administrative use only)	See administrator for disciplinary action.

DISCIPLINE & SCHOOL SAFETY

The following list of violations is not meant to be all-inclusive. Administration will assign activities not listed to the appropriate level as “unspecified”. When an incident occurs involving multiple violations on the same level, staff may count each violation separately or consider the incident as one violation at a higher level for the purpose of determining the consequence(s). Multiple violations at any level may result in administrative assignment of probation.

LEVEL THREE (GENERAL)

- All Level III violations will be referred to administration for action.
- All level III violations will, at minimum, result in probation
- Level III violations may result in a recommendation to the Executive Director that the student be dismissed.
- Level III violations will be carried over to the next semester and to the following year.

OFFENSE	CONSEQUENCE
<ol style="list-style-type: none"> 1. HARASSMENT* 2. Bullying* 3. Involvement in ARSON: irresponsible use of matches and lighters 4. Tampering with safety equipment or ALARM SYSTEMS; setting off fire alarms; creating a fire or safety hazard or major VANDALISM 5. Possession, distribution and use of WEAPONS or FIREWORKS/EXPLOSIVES 6. Unauthorized possession or irresponsible use of prescription or non-prescription DRUGS 7. Involvement in STEALING or extortion (on or off campus) 8. ASSAULT on another person 9. Inflicting or threatening BODILY HARM*(including self) 10. Inciting or participating in a MAJOR DISTURBANCE* in which another person is assaulted or damage to property occurs. 11. FALSIFYING an off campus destination (overnight), or Falsifying a Sign out and going to a prohibited destination. 12. Presence in a MOTEL ROOM without a parent or other authorized adults 13. GAMBLING* 14. SEXUAL HARASSMENT* 15. Sexual or Intimate contact 16. MISCONDUCT during school sponsored activities 17. IMPROPER ACTION toward another person causing physical or emotional harm 18. VIOLATION OF LAW* - municipal, state, or federal 19. UNAUTHORIZED POSSESSION of school property (keys, equipment, furnishings, etc.) 20. Late for CURFEW more than 1 hour 21. Any action which constitutes a THREAT to the safety of self, or others 22. REFERRALS: All Level I and Level II violations that are referred to the administration 	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> • Restriction, suspension, recommendation for dismissal or expulsion <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> • Suspension or recommendation for dismissal or expulsion <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> • Recommendation for dismissal or expulsion <p>A student guilty of felonious conduct shall, in all cases, be recommended for expulsion.</p>

*Includes violations by all electronic means. (Examples include but are not limited to texting, sexting, instant messaging, and actions on social networking sites)

DISCIPLINE & SCHOOL SAFETY

LEVEL THREE (EXCEPTIONS)

- All Level III violations will be referred to administration for action.
- Level III violations may result in a recommendation to the Executive Director that the student be dismissed or expelled.
- Level III violations will be carried over to the next semester and to the following year.
- A student guilty of felonious conduct shall, in all cases, be recommended for expulsion.

OFFENSE	CONSEQUENCE
1. Possession, purchase, distribution or use of ALCOHOL and associated contraband	FIRST OFFENSE: <ul style="list-style-type: none"> • See alcohol policy below SECOND OFFENSE: <ul style="list-style-type: none"> • Recommendation for dismissal or expulsion
2. Possession, purchase, distribution or use of illegal DRUGS AND/OR DRUG PARAPHERNALIA and ABUSE OF PRESCRIPTION OR NON-PRESCRIPTION DRUGS	FIRST OFFENSE: <ul style="list-style-type: none"> • Recommendation for dismissal or expulsion from school and referral to appropriate legal authorities
3. EXITING the Residence Halls AFTER CURFEW A student who has been accounted for at the "all accounted for" room check is expected to remain inside their assigned residence hall until 6:00 a.m. No student shall exit the residence hall between curfew and 6:00 a.m. without proper permission.	FIRST OFFENSE: Recommendation for dismissal from school
4. Level III COMPUTER violation	Level III violations will be referred to the Director for Technology for action and may include loss of all network privileges, loss of privilege of personal computer on campus, suspension or recommendation for dismissal or expulsion.
5. ACADEMIC DISHONESTY A. Cheating or plagiarizing on an assignment, test or paper B. The sharing of individual homework assignments with other students by hardcopy or electronic means	All violations will be referred to the Director for Academic Affairs. FIRST OFFENSE: <ul style="list-style-type: none"> • "0" on assignment, paper or test and a minimum of 14 days In Hall Restriction, or suspension or recommendation for dismissal SECOND OFFENSE: <ul style="list-style-type: none"> • Recommendation for dismissal
5. ACADEMIC DISHONESTY C. Stealing a test and/or distributing the test or unauthorized possession of a test.	FIRST OFFENSE: <ul style="list-style-type: none"> • Suspension or recommendation for dismissal SECOND OFFENSE: <ul style="list-style-type: none"> • Recommendation for dismissal
6. Possession, distribution or use of TOBACCO products or paraphernalia	FIRST OFFENSE: <ul style="list-style-type: none"> • Suspension (see Tobacco Policy) SECOND OFFENSE: <ul style="list-style-type: none"> • Recommendation for dismissal or expulsion

DISCIPLINE & SCHOOL SAFETY

SUBSTANCE ABUSE POLICIES

Through educational services and other supportive services, MSMS strives to provide an alcohol, drug and smoke-free campus at all times. All federal, state and local laws drive the policies and procedures of MSMS in regard to violations of substance abuse. The following minimum consequences regarding chemical possession and use by MSMS students will be imposed with the sole intent of providing a healthier and safer school environment for our students. Substance abuse violations will accumulate throughout a student's tenure at MSMS. Additional sanctions may be imposed by the sponsor/coach regarding participation in extra-curricular activities.

POSSESSION, PURCHASE, DISTRIBUTION, MANUFACTURE OR USE OF ALCOHOL

The Law & MSMS Expectations

The possession, purchase and/or use of alcohol by minors is against Mississippi law. MSMS considers this a very serious matter and will make every effort to educate and encourage its students to refrain from the use of harmful substances. Students are not permitted to distribute, use, promote, buy or be in possession of alcohol, non-alcoholic beer and wine, alcoholic mixers or empty alcohol containers. Students are not permitted to be in establishments in which alcohol is the primary form of refreshment or entertainment (e.g. bar), or in which the sale or distribution of alcohol is the primary business function (e.g. liquor store). If, however, students choose to become involved in alcohol-related incidents and threaten the opportunity the state of Mississippi has extended to them, the school feels it must respond in a firm, yet fair, disciplinary manner. Violation of the law may result in prosecution and punishment by the civil authorities as well as disciplinary proceedings by MSMS.

Definitions

- **Possession** is defined as having a prohibited product as described above or empty alcohol container in one's room, vehicle or personally possessing such. School officials will make every effort to determine who is responsible for possession including shared responsibility by more than one person.
- **Distribution** is the buying, or assistance in obtaining, or giving of a prohibited alcohol products as described above to any student enrolled at MSMS.
- **Use** is defined as the consumption/use of a prohibited alcohol product as described above determined by direct observation, a student emitting the odor of alcohol, or a positive reading on an alcohol breath test or drug test. In addition, other corroborating signs of chemical usage will be reported, such as slurred speech, uncoordinated bodily movements, disorientation, incoherence, the proximity of alcohol containers and other information obtained through discussion with the student or witnesses.

MSMS Action – Alcohol Violation

1. A student suspected of using, purchasing, possessing, or distributing a prohibited alcohol product as described above will have an immediate discussion with a designated staff member.

If there is reason to believe the student has consumed alcohol and he/she denies it, the student will be asked to take an alcohol breath or blood test administered by the MUW Department of Public Safety or local health agency. Refusal to take the test may result in the student being charged with the violation. The decision to discipline will be based upon observations and other available information.

DISCIPLINE & SCHOOL SAFETY

2. Once determined that the student used, purchased, possessed, or distributed a prohibited alcohol product as described above, parents will be notified and a comprehensive parent conference will be required. The student may be placed on suspension for 10 school days. Expectations of the student while on suspension will be communicated during the parent conference. Lesser consequences may be imposed for non-alcoholic prohibited items or empty alcohol containers.
3. Upon returning to school from suspension, the student will:
 - Report to the school residential counselor for further activity, and a program of action will be determined. A signed release of information form will become part of any off-site counseling services.
 - Serve 10 consecutive school days (M-F) of In-Hall restriction.
 - Return home for the first two weekends for weekend home restriction.
 - Spend two weekend restrictions on campus after completing the weekend home restriction.
4. The student will be dismissed from school on the second offense.

Impaired Students

If a student behaves in such a way that an MSMS adult staff member believes that substance use may be involved, the following procedure will be initiated:

- The student's alcohol level will be tested.
- If the alcohol level is above 0.0, the student will be referred to the Director for Student Affairs or his/her designee for disciplinary procedures to be initiated.
- If the behavior creates urgent concern, the student may be transported to the emergency room at the cost of the parents.
- Parents/Legal guardians will be immediately contacted.
- Students refusing the test may be subject to disciplinary action, including suspension. In such an event, the student may still be charged criminally.

It is unlawful for any person under the age of 21 to be in possession of, purchase for personal consumption, or provide alcohol for another minor. Violations of any alcoholic beverage control laws may result in criminal penalties and are subject to possible civil liability. A negative result to any test does not exonerate a student, as possession and distribution are separate issues.

POSSESSION, PURCHASE, MANUFACTURE, DISTRIBUTION OR USE/ABUSE OF DRUGS

The Law & MSMS Expectations

The administration, faculty, staff, and student body are responsible for ensuring a drug-free campus for the support of a strong academic and residential learning environment. Use of illegal drugs and/or abuse of prescription or non-prescription drugs present a threat to the health and safety of all members of the MSMS family.

DISCIPLINE & SCHOOL SAFETY

The **Drug Free Workplace Act of 1988** requires all agencies receiving federal grants to certify that they will enforce drug-free policies. This policy provides for the implementation of statutory requirements in providing a drug-free workplace.

Students are responsible for complying with Mississippi law that makes it illegal to possess, sell, deliver or manufacture any controlled substance. Violation of the law may result in prosecution and punishment by the civil authorities as well as disciplinary proceedings by MSMS.

MSMS Action – Drug/Paraphernalia Violation

Students are not permitted to distribute, use, promote, buy, or be in possession of illegal drugs or drug paraphernalia (e.g., rolling papers, bong, roach clip, pipe, hypodermic needle, etc.). Additionally, abuse of prescription or non-prescription drugs is not tolerated by MSMS. Students that are found to be in violation of this policy will be subject to severe disciplinary response.

1. A student suspected of using, purchasing, possessing, manufacturing, or distributing illegal drugs/paraphernalia or of abusing prescription or non-prescription drugs will be immediately referred to the Director for Student Affairs or his/her designee.
2. The student may be required to submit to a search, which may include a drug test, when the school has reasonable grounds to suspect the student is or has been under the influence of a drug/illegal substance. The definition of reasonable grounds varies from case to case, but includes the following instances which can serve as reasonable grounds:
 - Direct observation of the student by teachers, school personnel, or peers
 - Student's behavior/conduct
 - A claim that the student consumed/used and/or is in possession of a substance/paraphernaliaGenerally, suspicious behavior or actions that are not normal/expected or are out of the ordinary for the individual qualify as reasonable grounds for suspecting a student is or has been under the influence of a substance.
3. Once determined that the student used, purchased, possessed, manufactured, or distributed an illegal drug/paraphernalia or abused a prescription or non-prescription drug, parents will be notified and a comprehensive parent conference will be required. Law enforcement will be notified to the extent required by law. The student will be placed on emergency suspension with recommendation for dismissal or expulsion, dependent upon the level of involvement. All felonious conduct shall be punishable by expulsion.

POSSESSION, PURCHASE, DISTRIBUTION, OR USE OF TOBACCO AND/OR TOBACCO PRODUCTS

The MSMS is a tobacco-free environment for students and adults at all times. Smoking or the possession of tobacco products is NOT permitted on campus or at school related activities. Students should be aware that a person under 18 years of age who purchases tobacco or accepts tobacco for personal use is in violation of state law. In addition, MSMS also prohibits the possession of rolling papers, lighters, matches, lighter fluid, and other smoking paraphernalia for any student. While under the patronage of MSMS the same drug-free policies exist for all MSMS administration, faculty, staff, and students. Students need not be observed smoking to be in violation; possession constitutes a violation and will be referred to administration for assignment of consequence.

DISCIPLINE & SCHOOL SAFETY

MSMS Action – Tobacco Violation

1. Once determined that the student used, possessed, or distributed a prohibited tobacco product as described above, parents will be notified and a comprehensive parent conference will be required. The student may be placed on suspension for five school days. Expectations of the student while on suspension will be communicated during the parent conference.
2. Upon returning to school from suspension, the student will report to the school residential counselor for further activity. A tobacco cessation program will be initiated and completed. Failure to successfully complete the tobacco cessation program may result in dismissal. A signed release of information form will become part of any off-site counseling services.

Serve five consecutive school days (M-F) of In-Hall restriction

3. The student will be dismissed from school on the second offense.

BOMB THREATS

Threatening the use of a bomb or explosives of any kind shall be for students grounds for expulsion and for employees grounds for immediate dismissal, with all bomb threats being reported to police and with action being sought under all pertinent laws.

END OF YEAR VIOLATIONS

At the discretion of the administration, a senior who commits a serious violation (Level II or III) during the weeks prior to the end of the school year, may be recommended for dismissal or may not be permitted to participate in the graduation ceremonies. Likewise, a junior may not be invited to return for their senior year.

FAILURE TO ABIDE BY DISCIPLINARY ACTION

A student who fails to abide by the required disciplinary action assigned for a Level I or single Level II violation will be required to satisfactorily complete the consequence previously assigned and be given a Level II Disrespect write-up. Students that commit major violations of restriction guidelines, violate car restrictions, or that fail to abide by the consequences of incidents involving multiple Level IIs or a Level III violation will be referred to administration and assigned a Level III violation.

NONCOMPLIANCE

The charge of noncompliance shall be made when a student:

- Fails to heed an official summons or comply with reasonable directions or requests from an MSMS or MUW official acting in the performance of his/her duties.
- Fails to schedule or appear for a disciplinary appointment with an MSMS or MUW staff member after being notified to do so.
- Is uncooperative or uses offensive language when interacting with a staff member.
- Attempts to evade a staff member who is trying to get in touch with him/her.
- Intentionally deceives, lies, and/or withholds relevant truths.

DISCIPLINE & SCHOOL SAFETY

WEAPONS

MSMS strictly prohibits the possession and use of weapons and other dangerous items. Weapons include, but are not limited to:

- Knives (butterfly, switchblade, box cutter/utility knife, pocket knife, Bowie knife, hunting knives, single blade folding knife, multi-blade folding knife, kitchen knives with sharp or serrated edges, tasers)
- Firearms/Guns (including paintball, pellet, BB, and toy that could be mistaken for a firearm) and ammunition
- Throwing Stars
- Hatchets and axes
- Swords and other martial arts equipment
- Explosives (fireworks, firecrackers, dynamite)

The possession of, the threat of use, the use of and/or the discharge of firearms and/or ammunition is strictly forbidden, whether such are in automobiles, on campus, in buildings or on the person of an individual, including but not limited to field trips and off-campus curricular and extra-curricular events. Students who break this policy are subject to expulsion with all such violations being immediately reported to the police and remedy being sought under all pertinent laws.

DISCIPLINARY NOTIFICATION (NON-ACADEMIC) LEVEL I/LEVEL II WITHOUT ADMINISTRATIVE REFERRAL

Notification to Student

1. Students will be notified that a Level I or II violation (non-academic) occurred by receiving a copy of the **Rule Violation Notification/Assignment of Consequence(s) Form**.
2. Except where circumstances dictate otherwise (further investigation needed, availability of students or staff, referral to an administrator, etc.), notification will occur within twenty-four (24) hours of the staff becoming aware of the violation. Consequences, as previously defined, will be applied depending on the level of the violation and the frequency of the offense.
3. A written warning will be so noted and not need to be discussed with the reporting staff unless the student wishes to request a review of the write-up. However, in all other instances, the student must respond to the notice by discussing the situation with the reporting staff or, in his/her absence, with the hall director on duty, within twenty-four (24) hours. Upon completion of the discussion, the student must decide whether or not to request review by a judicial court. Although the decision to request review does not have to be made during the meeting with the staff member, it must occur within 24 hours of receipt of the **Rule Violation Notification** form. This process is described in detail on the following page.

Determination of Consequences

When an incident occurs where there are multiple violations, staff may count each violation separately or consider the incident as one violation for the purpose of determining the consequence(s).

DISCIPLINE & SCHOOL SAFETY

Accumulation of Violations to Determine Consequences

All violations will be accumulated for a semester. Level I violations (exceptions) will be carried over and accumulated for the entire year. Level I violations (general) will be carried over to the second semester if the total number exceeds four (five or more). By having 4 or less Level I violations (general), the student has the opportunity to wipe the slate clean and start the second semester free of their past violations. If the student ends the first semester with five or more Level I violations (general), their record of violations will continue to the second semester.

Level II violations (exceptions) will be carried over and accumulated for the entire year. Level II violations (general) will be carried over to the second semester if the total number exceeds one (two or more).

Level III violations will be carried over to the next semester and to the following year. No Level I or Level II violations will be carried over to the following year.

DISCIPLINARY REVIEW PROCESS

LEVEL I/LEVEL II (NON-ACADEMIC) WITHOUT ADMINISTRATIVE REFERRAL

Overview

The elements of fundamental fairness are afforded all MSMS students. For all offenses, the students will be informed of the nature of the offense and expected to discuss the circumstances surrounding the offense. By following the guidelines established in the section entitled "consequences", students are assured of equal treatment. The disciplinary review process outlined in this section will allow for a checks and balances system to ensure not only equal, but fair treatment regarding the assignment of consequence for Level I and Level II violations (non-academic) which are not referred to an administrator or coordinator for action. Violations at all levels which are referred to an administrator are reported on the Disciplinary Report Form and are not subject to the disciplinary review process described below.

Rule Violation Notification/Assignment of Consequence(s) Forms

1. Each time a student receives a **Rule Violation Notification/Assignment of Consequence(s) Form** they must, within twenty-four (24) hours, meet and discuss the violation with the staff member reporting the violation or, in his/her absence, with the hall director on duty (optional for a warning). During this meeting, the student and staff member will discuss the rule violation and the consequences involved. If the student feels that he/she has been unjustly accused, he/she may request a review of the violation action. This request for review does not have to be made during the meeting with the staff member, but must occur within 24 hours of receipt of the **Rule Violation Notification** form.
2. To request a review the student must, within a twenty-four (24) hour period following receipt of the **Rule Violation Notification** form, complete the **Request for Review Form** and submit it to the Coordinator for Residence Life to be forwarded to the appropriate Judicial Court. The written statement must give the reason for the review request and explain any events or circumstances that the student feels would justify the disciplinary action being voided or the consequence assigned being changed.
3. After submitting the request, the appropriate court will notify the student as to whether his/her case merits a full court hearing. If the court decides to hear the case, the student will have 24 hours to submit any witness statements. Within the next 24 hours, the student will be assigned a court date and notified which witnesses will be allowed.
4. Within 72 hours following review by the judicial court the student will be notified of the outcome and any associated consequence will be assigned.

DISCIPLINE & SCHOOL SAFETY

Honor Court

All matters of the Honor Court are confidential and must not be discussed outside the confines and proceedings of the court. Reviews of disciplinary actions involving residential Level I and II violations that do not necessitate the referral to an administrator or coordinator will be handled by the Honor Court. It will be the responsibility of this court to determine whether the violation under its jurisdiction actually took place or that the consequence assigned is fair. The decision of the Honor Court is final.

Residential Incidents referred to an administrator for which suspension, dismissal, or expulsion may be imposed are not subject to Honor Court review and the administrator shall impose appropriate consequences as outlined by the handbook and applicable law.

Composition of the Courts

In the event that a hearing is requested before the Honor Court is in place, the Honor Court (6 members with equal gender representation) shall be appointed from the MSMS Emissaries.

The Honor Court will be made up of six (6) students, four (4) seniors, (2 males and 2 females) and two (2) juniors, (one male and one female). Additionally, two (2) seniors (1 males and 1 female), and two (2) junior, (one male and one female) alternates will be elected to fill empty positions when needed. The two (2) junior justices and two (2) junior alternates will become the four (4) senior justices the next school year. The Director for Students Affairs shall serve as Disciplinary Court Advisor.

Student representatives to the courts shall be elected by the student body.

DISCIPLINARY CONSEQUENCES

RESTRICTIONS

Types of Restriction

A. Weekend residence hall restriction - (Friday, Saturday and Sunday)

1. Restriction begins 4:45 p.m. Friday and ends at curfew on Sunday
2. Forty-five (45) minutes given to attend each meal in the cafeteria
3. A one (1) hour break given on Saturday and Sunday to go to the stark center, library, or team practices (with a staff member)
4. May attend church services
5. Student's whereabouts must be known at all times:
 - a. leave a note on room door as to location within residence hall
 - b. sign out when leaving for a meal or for the one hour break
 - c. sign in at Residence Hall office every one and one-half hours
6. At all other times students are to remain inside their residence hall (not to include porches)
7. In room with no visitors at 10:30 p.m.
8. May not attend, or participate in, team games or matches
9. No outside guests

DISCIPLINE & SCHOOL SAFETY

B. In-Hall Restriction

1. Student may attend classes, meals (45 minutes), work service, and go to the Health Center
2. Must be inside the residence hall all other times (not to include porches)
3. Student may attend church services
4. Student's whereabouts must be known at all times by:
 - a. leave a note on room door as to location within residence hall
 - b. sign out when leaving for a meal, or for class, or for one hour break.
 - c. sign in at Residence Hall office every one and one-half hours
5. All interrupted times must be made up, i.e., a weekend for a weekend, a week day for a week day
6. May go to the activity center or library one hour each evening (including weekends). Students must sign in and out of activity center with supervisor on duty
7. No outside guests
8. May not attend, or participate in, team games or matches
9. Student will report to his/her room at 10:30 p.m. with no visitors for the remainder of the night

C. In-School Suspension

1. Student will be reassigned to a designated room
2. Student may attend meals (45 minutes) and classes
3. May attend church services
4. Must sign in or out of residence hall when returning or leaving the residence hall for meals and classes
5. May attend tutorials if prior permission is granted by the Director for Academics Affairs
6. Must be in the residence hall room at all other times
7. May not have any visitors in the room; door kept closed
8. Student shall participate in individual wellness activities but may not participate in team practices, games, or matches
9. Parent conference
10. Failure to comply and meet requirements of consequences (will be returned to administrator for additional action, which may include out of school suspension, or a re-evaluation of the individual's status as a student at MSMS.)

D. Weekend Home Restriction

Student must return home and should be signed out by 6:00 p.m. on Friday and may not return until after 1:00 p.m. on Sunday. Students on weekend home restriction may not attend, or participate in, school activities. Parents should use this time to help their student focus on Section I of the handbook and to review and discuss the principles outlined in Section III of the Handbook.

Assignment of Restriction

Other than weekend restrictions, all restrictions will begin no later than two days from the date the assignment of consequences form was signed by the student. Except in cases of emergency (as determined by administrators), restriction days will be served consecutively.

Violations of Restriction Guidelines

Consequences for major violations of restriction guidelines are determined by the Director for Student Affairs.

DISCIPLINE & SCHOOL SAFETY

DISCIPLINARY PROBATION

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

SUSPENSION

General Suspension for Ten (10) Days or Less

Suspension is defined as the administrative removal of the student from class attendance at MSMS for a specified period of time due to violation(s) of school policy or probation. All suspensions at MSMS are out-of-school; the student must remain at home for the number of days assigned. The Executive Director or his/her designee may suspend a student from MSMS for a period of ten (10) school days or less when it is determined that a student's behavior is detrimental to the good order of the school and that suspension is an appropriate disciplinary action for a serious violation of school rules (or frequent violations of school rules).

The procedure for suspending a student is as follows:

1. An MSMS administrator will meet with the student to provide notice of the charge of violation of school discipline and evidence against him/her (informal due process hearing). The notice of the charge may be given orally. The student will be given the opportunity to respond to the charge. This will be the only hearing conducted.
2. If the facts support the student's guilt, the administrator will determine the appropriate term of suspension.
3. Upon notification of suspension, the student will be placed on room restriction until he/she leaves the school to begin the suspension. The suspension may begin immediately. The MSMS administrator will inform the parent(s), either in person or by phone, of the suspension prior to the student leaving campus.
4. Within five school days of the informal hearing with the student, MSMS officials will send written notification to the student and parents specifying the reasons for the suspension.
5. Suspended students may not attend school-sponsored functions on or off campus during the suspension, including weekends. Such exclusions include field trips, competitions, social events, etc.
6. A student suspended from school may make up only work involving major grades. To take advantage of this opportunity, the student must make arrangements with his/her teachers within three (3) school days of his/her return to school. Failure to contact teachers and make specific arrangements will waive the right to make up the work. Teachers are not obligated to repeat classroom lectures or provide private tutoring for material missed in class.
7. Upon completion of suspension, a student returning to school must make an appointment with the school official who handled the suspension to discuss returning to school and any additional restrictions that may apply. Also, parents may be requested to consult with the MSMS official.

Emergency Suspension

Emergency Suspension occurs when the Executive Director or designee summarily suspends a student for not more than three (3) days to complete an investigation for serious student misconduct under circumstances where immediate removal of the student is necessary to restore order, protect persons on the school grounds, protect the student, or protect school property. The school official will meet with the student to explain briefly the purpose of the

DISCIPLINE & SCHOOL SAFETY

suspension and allow the student to respond. Parents will be immediately notified of the suspension and the student will be immediately placed on room restriction and may not attend any classes. The student must leave school as soon as possible. Suspended students may not attend school-sponsored functions on or off campus during the suspension, including weekends. Such exclusions include field trips, competitions, social events, etc.

During the student's absence, a school official will complete the investigation. In such cases, an administrator will complete the investigation by the end of the school day following the emergency suspension. The administrator will communicate findings to the student by phone and allow the student to respond. This will be the only hearing conducted.

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

If no further suspension or dismissal is imposed, the student may make up all school work as previously defined under "Suspension" (#6 above) and must initiate contact with the school official upon his return as indicated above in section "7" under Suspension.

A written follow-up of the reasons for the suspension will be sent to the student and parents within three (3) school days.

Dismissal for Cause

Dismissal is defined as the administrative removal of a student from enrollment at the Mississippi School for Mathematics and Science due to violations of school policy or probation to enroll in another school of choice. Dismissal to the home school district (or another school of choice) may be considered when (1) students fail to make required minimum academic progress, to improve attendance, or to correct behavioral problems during probation, or (2) when students violate school policy.

When the Executive Director or a designee determines that a student should be considered for dismissal for cause, the parent or guardian will be called to meet immediately with the Executive Director or designee to remove the student from campus. At the conference, the Executive Director will notify the student and parents/guardians in writing of the intent to dismiss based on violations of school policy or probation and give the student a chance to respond. Based on that meeting, the student may be suspended for a period of ten (10) school days or less until a final decision on dismissal is made. Within five (5) school days following the conference, students and/or their parents or guardians may request an informal meeting to provide the following in writing to the State Superintendent of Education or his designee:

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

The date for the information meeting shall not exceed ten (10) school days from the date of the imposition of a ten (10) day suspension unless mutually agreed upon in writing by all parties. Following consideration and evaluation of information provided in the student or parent's response, the State Superintendent will make a final decision regarding dismissal of the student to the home school district (or another school of choice). Since attendance at the Mississippi School for Mathematics and Science is a privilege, not a right, there will be no further hearing. The

DISCIPLINE & SCHOOL SAFETY

decision of the State Superintendent shall be final. The State Superintendent will notify the parents and MSMS in writing of the decision.

If the State Superintendent's decision is to dismiss the student from MSMS, the student's belongings must be removed from the campus within five school days of the final decision of dismissal. A student who has been dismissed from school is prohibited from campus and may not participate in school-related functions or activities on or off campus.

Expulsion

Expulsion is administrative removal of a student from enrollment at the Mississippi School for Mathematics and Science due to violations of law and/or policy (e.g., felonious acts or habitually disruptive behavior). Expulsion from The Mississippi School of Mathematics and Science may result in denial of admission to another school.

Such expulsion shall take place subject to the constitutional rights of due process described below, which shall include the student's right to a due process hearing. When the Executive Director or a designee determines that a student should be recommended for expulsion, the parent or guardian will be called to meet immediately with the Executive Director or designee. At the conference, the Executive Director will notify the student and parents/guardians in writing of the intent to expel based on violations of school policy or probation and give the student a chance to respond. Based on that meeting, the student may be suspended for ten (10) days pending an expulsion hearing. In that case, the parent/guardian must immediately remove the student from campus and the Executive Director will submit a recommendation for expulsion to the State Superintendent who will appoint a hearing officer.

The student and parents may waive the right to a hearing if they notify the Executive Director in writing within 24 hours after receipt of the notice. If no notification is received, the hearing process will proceed. If the hearing is waived the Executive Director will make a recommendation for expulsion to the State Board of Education.

The State Superintendent or designee will appoint a hearing officer within three (3) school days of receipt of the request for a hearing by the school administration. The hearing officer shall set the date, time, and place for a hearing. **The date for the hearing shall not exceed ten (10) school days from the date of the imposition of a ten (10) day suspension unless mutually agreed upon in writing by all parties.** In the notice, the hearing officer shall advise the student and the parents/guardians in writing of the following rights to:

1. Be informed of the charges against him/her,
2. Cross-examine witnesses,
3. Call witnesses in his/her own behalf, and
4. Be represented by legal counsel at his/her own expense.

The Mississippi School for Mathematics and Science will have legal representation throughout the expulsion proceedings. A tape recorder or stenographer will record the hearing. Failure of the student or parent to appear at the hearing will result in the forfeiture of all procedural rights to contest the expulsion.

The Hearing Officer will prepare his findings, conclusions, and recommendations in writing and hand deliver or mail same to the Executive Director of MSMS and the student's parents. The student or parents may request a transcription of the hearing at their own expense. The student may be expelled upon recommendation of the hearing officer to the State Superintendent in his capacity as Executive Secretary of the State Board of Education.

DISCIPLINE & SCHOOL SAFETY

Following expulsion from the Mississippi School for Mathematics and Science when applicable, MSMS will notify the student's school of residence that the student is no longer enrolled. Upon request, educational records will be provided to the school where the student enrolls. A student who has been expelled from school is prohibited from campus and may not participate in school-related functions or activities on or off campus.

Appeal to the State Superintendent

Upon receipt of a final decision from the hearing officer, the parents have five (5) working days to request in writing to the State Superintendent an appeal regarding an expulsion. If no such request is received within five (5) working days of notification, the right to an appeal is waived and the discipline may be imposed forthwith by the Executive Director.

Only the Mississippi State Board of Education can decide an appeal regarding expulsion. The hearing officer will certify the complete record to the Mississippi State Board of Education. The Mississippi State Board of Education will consider the matter at a special called meeting or its regularly scheduled meeting at the discretion of the Board Chair. The Mississippi Board of Education will review the hearing officer's recommendation and the record of the hearing and will consider oral arguments only from the Executive Director or legal counsel and from the student, his/her parent/guardian or legal counsel. No new evidence or presentation of witness testimony will be considered. The Mississippi State Board of Education will render a written decision within a reasonable period of time. The decision of the Mississippi State Board of Education is final.

Note: Students with disabilities against whom the actions described in this section are contemplated will also be granted the protections afforded to them under applicable federal laws and regulations.

SCHOLARSHIP



CREATIVITY



COMMUNITY



SERVICE



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