

OFFICE OF CHIEF ACADEMIC OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
May 21, 2015

OFFICE OF PROFESSIONAL DEVELOPMENT
Mississippi School of the Arts

H. Approval of the Mississippi School of the Arts 2015-2016 Student Handbook

Executive Summary

This document details the policies and procedures regarding general information, academic expectations, student services, health services, visitors on campus, school safety and transportation, technology, and discipline for students at the Mississippi School of the Arts.

The revised document has the following changes from the previous year's publication:

- Modified language for clarity
- Modified technology policy and acceptable use to align with current regulations and school resources
- Modified over the counter medication policy
- Added policy on residential hygiene
- Added policy on student discipline
- Added statement on prohibited items and mind altering substances

Recommendation: Approval

Back-up material attached

mississippischool**of thearts**

i m a g i n e c r e a t e **REALIZE**



Student Handbook

2015-2016



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



Imagine

“If you can imagine it, you can dream it.

If you dream it, you can become it.”

William Arthur Wand

Create

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

George Bernard Shaw

Realize

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

MaṅiRay

MSA Alma Mater

Lyrics by Jeanne Lebow, Ph.D.

Music by S. Patton Rice

Verse 1

From the land of sweet magnolia,
from the land of longleaf pine,
from the land of spreading live oaks,
we bring talents to combine.
Shadows of the Whitworth campus
grace us as we work each day,
molding ourselves into artists
through song and stage, paint and clay.

Chorus

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

Repeat

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

Verse 2

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

Chorus & Repeat

Student Handbook

2015-2016

Mississippi School of the Arts

P.O. Box 229

Brookhaven, MS 39602-0229

Phone: (601) 823-1300

Toll Free: 1-866-672-7871

Fax: (601) 823-1555

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

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

Director of Human Resources
Mississippi Department of Education
359 North West Street, Suite 203
Jackson, MS 39201
(601) 359-3511

MISSISSIPPI SCHOOL OF THE ARTS		
2015-2016 School Year Calendar (subject to change)		
August 2015		
August 1	Room and Board Payments Due – 1 st Term	
August 1	Senior Move In Day	8am-5pm, BY APPT
August 2	Junior Move In Day for Residential/Check In for Commuters	8am-5pm, BY APPT
August 3-4	Orientation for all students - MANDATORY	8am-5pm
August 3-4	Teacher Development Work Days	8am-5pm
August 5	School Begins for MSA	8am-5pm
August 6	School Begins for BHS	7:45am
August 21	Students go home, Teacher Development	Early Release Schedule
August 23	Students return to campus	5-7pm
September 2015		
September 4	Students go home, Teacher Development	Regular Release Schedule
September 7	Students return to campus, LABOR DAY HOLIDAY	5-7pm
September 11	Progress Reports Mailed Home	
September 18	Students go home, <i>PARENT VISITATION DAY</i>	Early Release Schedule
September 20	Students return to campus	5-7pm
October 2015		
October 2-3	Ole Brook Festival	
October 9	Room and Board Payments Due - 2 nd Term	
October 9	Students go home, End of Term 1	Early Release Schedule
October 11	Students return to campus	5-7pm
October 12	Begin Term 2	
October 16	Report Cards Mailed Home	
October 22	Students go home	Regular Release Schedule
October 23, 26	Students Holiday – FALL BREAK (Weather Day 1&2)	
October 23, 26	Teacher Work Days	
October 26	Students return to campus	5-7pm
October	PSAT	
November 2015		
November 6	Students go home	Regular Release Schedule
November 8	Students return to campus	5-7pm
November 13	Progress Reports Mailed Home	
November 20	Students go home	Early Release Schedule
November 23-27	THANKSGIVING BREAK	
November 29	Students return to campus	5-7pm
December 2015		
December 5	Open House - Regular School Day	7:45am-5pm
December 18	Students go home, Teacher Development, End of Term 2	Early Release Schedule
December 21-January 1	WINTER BREAK	

January 2016		
January 3	Students return to campus	5-7pm
January 4	Room and Board Payments Due – 3 rd Term	
January 4	Classes Resume, Second Semester Begins, Begin Term 3	7:45am
January 8	Report Cards Mailed Home	
January 15	Students go home	Early Release Schedule
January 18	Students return to campus, MLK, JR. HOLIDAY	5-7pm
January 29	Students go home	Regular Release Schedule
January 31	Students return to campus	5-7pm
February 2016		
February 5	Progress Reports Mailed Home	
February 12	Students go home, Teacher Development	Early Release Schedule
February 15	Teacher Workday	
February 15	Students return to campus, PRESIDENT’S DAY HOLIDAY	5-7pm
February 26	Students go home, Teacher Development	Early Release Schedule
February 28	Students return to campus	5-7 pm
March 2016		
March 4	Room and Board Payments Due – 4 th Term	
March 4-5	Auditions	Early Release Schedule
March 7	Begin Term 4	
March 11	Students go home	Early Release Schedule
March 14-18	SPRING BREAK	
March 20	Students return to campus	5-7pm
March 24	Students go home	Early Release Schedule
March 25	Report Cards Mailed Home, BREAK , Weather Day 3 – Teacher Development	
March 28	Students return to campus, BREAK , Weather Day 4 Teacher Development	5-7pm
April 2016		
April 8	Students go home, Teacher Development	Early Release Schedule
April 10	Students return to campus	5-7pm
April 15	Progress Reports Mailed Home	
April 16	PROM (students must be present 63% of the day before to attend)	8pm-12am
April 22	Awards Day, Students go home	1pm Program time
April 24	Students return to campus	5-7pm
April 30	New Student Day – Regular School Day	7:45am-5pm
May 2016		
May 6	Students go home, Teacher Development	Early Release Schedule
May 8	Students return to campus	5-7pm
May 20	Students Last Day of School	
May 21	GRADUATION	2pm
May 23-24	Teacher Work Days (Weather day 5 & 6) Potential weather make up days for teacher development (May 25-26)	8-5pm

State Board of Education

Dr. John R. Kelly, Chair

Mr. Richard Morrison, Vice-Chair

Mrs. Rosemary G. Aultman

Ms. Kami Bumgarner

Dr. Karen Elam

Mr. Johnny Franklin

Dr. O. Wayne Gann

Mr. Harold Jones

Mr. Charles McClelland

State Superintendent of Education

Dr. Carey Wright

Chief Academic Officer

Dr. Kim Benton

Executive Director, Office of Professional Development

Mrs. Trecina Green

Mississippi School of the Arts

Administration, Faculty, and Staff

Administration

Suzanne Hirsch, Executive Director (Superintendent)
Rebecca "Becky" McInnis, Executive Assistant
Vaneesa Harris, Executive Assistant
Jill Childress, Registrar

Curriculum, Instruction, & Assessment

Jana L. Perry, Principal

Lori Britt, Social Studies
Dr. Robert Brooks, Theatre
Avery Peagler, Counselor
Maurice Calvert, Visual Arts
Tracey Crozier, School Nurse
Randy Davis, Mathematics
Christie Elkins, English

Dr. Jeanne Lebow, Literary Arts
Dorothy McClendon, Science
Patton Rice, Vocal Music
Louann Smith, Library Media
Tammy Stanford, Dance/Movement
Kelly Walters, Visual Arts

Residential Life

Suzanne Noble, Director
Benny Knight, Dorm Life Supervisor

Jackie Canon, Resident Counselor
Connie Davis, Resident Counselor
Vicky Foster, Resident Counselor
Janee Harrison, Behavioral Specialist
Savannah Holmes, Resident Counselor

Dr. Jeanne Lebow, Resident Counselor
Nadean Lewis, Resident Counselor
Phyllis Layton, Resident Counselor
Cathy Nettles, Resident Counselor
Emily Scott, Resident Counselor

Food Services

Cindy King, Director
Cynthia Keys, Food Service Supervisor

Maricina Bardwell, Food Service
Thelma Gayten, Cook/Baker
Twanta Lowe, Food Service

Mary McCall, Food Service
Karen Smith, Food Service

School Advancement

Jennifer Jackson, Coordinator of School Advancement
John Mauney, Recruiter

Technology

Patrick Brown, Senior Systems Administrator

Maintenance, Transportation, and School Safety

Sandra Palomarez, Director
Ralph Floyd Boone, Assistant Maintenance Supervisor
Reuben Wilbert, Environmental Services

Lavon Boyd, School Security
Kirby Ebbers, School Security

Frederick Kees, School Security
Charles Smith, School Security

MSA 2015-2016 Regular Class Schedule (subject to change)

7:35 a.m.	Warning bell for bus loading
7:40 a.m.	Bus leaves for BHS
8:00—9:34 a.m.	Block 1
9:34—10:00 a.m.	Tutorial Sessions or Morning Break
10:00—11:34 a.m.	Block 2
11:34—12:04 p.m.	Lunch
12:04—1:39 p.m.	Block 3
1:43—3:18 p.m.	Block 4
3:22—4:57 p.m.	Block 5

MSA 2015-2016 Early Release Schedule

7:35 a.m.	Warning bell for bus loading
7:40 a.m.	Bus leaves for BHS
8:00—9:34 a.m.	Block 1
9:34—10:00 a.m.	Tutorial Sessions or Morning Break
10:00—11:34 a.m.	Block 2
11:34—12:04 p.m.	Lunch
12:04—12:53 p.m.	Block 3
12:57—1:46 p.m.	Block 4
1:50—2:39 p.m.	Block 5

WELCOME

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

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

PREFACE

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

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

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

The Mississippi School of the Arts welcomes students to a diverse community of lifelong learners.

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

INTRODUCTION

The policies set forth in this student handbook provide a reasonable guide for acceptable student behavior at the Mississippi School of the Arts. Student, faculty, staff, and parent comments or suggestions are an integral part of the yearly evaluation and revision of the handbook. **This handbook as approved by the SBE governs all policies applicable to the schools governed by the SBE.**

This handbook is a publication of the Mississippi School of the Arts; a residential school that will provide advanced programs of study for artistically gifted eleventh and twelfth grade students from throughout the state of Mississippi. The Mississippi School of Arts, located on the historic Whitworth College Campus in Brookhaven, Mississippi is open to any student who meets the criteria for admission.

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

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

Student Handbook

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

INSTITUTIONAL ORGANIZATION

Academics

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

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

Residential Life

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

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

GENERAL INFORMATION

History and Purpose

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

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

Vision

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

Mission

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

Philosophy

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

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

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

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

School Colors and Mascot

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

Governance

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

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

Community and State Partnerships

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

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

The Mississippi School of the Arts Foundation was organized to provide support for the Mississippi School of the Arts. This supportive organization assists MSA by funding special events, projects, scholarships, and providing benevolent assistance to individual students in need. Matching funds for grants have generated diverse resources for campus improvements. In addition to the policies and procedures outlined in the handbook, all MSA students and employees must abide by all applicable policies and procedures of the Brookhaven School District, state and federal laws.

Costs

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

Incidental Fees

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

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

The fee schedule for the 2015-2016 school year is as follows and is subject to change upon further notice. The charges below do not include fines for loss or damage to school property; expenses for standardized tests that are optional; club memberships; or school yearbooks, class rings, graduation expenses, entertainment, dances, field trips, etc.

Student Fees 2015-2016

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

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

Required Fees for All Students

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

Fees or Materials for All Students

Hardship waivers do not apply to these expenses.

Student Services	<p>\$125 per year—Includes Health Center, Mail Box, Student I.D. Badge, and local transportation (not special trips or field trips).</p>
Literary	<ol style="list-style-type: none"> 1. Student provided journal for writing. 2. \$10 - Cost of one Literary Magazine publication.
Visual Arts	<ol style="list-style-type: none"> 1. Costs for specialized matting and shrink-wrapping will relate to the number and size of works prepared by individual student. 2. Required materials/supplies above what is provided by MSA —the art department provides a list for students during the summer.
Theatre	<p>Costume Rental: Costs vary in relation to items required. Parents will be notified in advance if costume rental is incurred.</p>
Vocal Music	<ol style="list-style-type: none"> 1. Blank CDs for burning accompaniment performances; teacher will notify student when needed. 2. The regional and district competition fee amounts required for vocal music students do not include NATS (not a school-sponsored event). Parents will be notified in advance of additional costs for hotel, travel, or food for special conferences or events.
All Students	<ol style="list-style-type: none"> 1. Competition and/or conference costs will include registration fees, hotel, food, and travel. Costs vary according to event. Parents will be notified in advance. 2. Field Trips: Costs will be based on transportation, tickets, meals, and other expenses related to each activity. Parents will be notified in advance.
Seniors	<p>Graduation expenses (cap & gown rental; keepsake stole, cap, and tassel; diploma and cover) range from approximately \$90 to \$135 depending on whether or not a student graduates with honors. Students and parents will receive itemized information regarding graduation costs during the spring semester.</p>

Costs for Optional Services

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

Vehicle Registration	\$25.00; Car on campus is optional.
Food Service Extras	Student purchase of extras (e.g., ice cream, beverages not included in basic meal plan) will be based on current market value. Prices will be posted.
Club Memberships & Costs	Club Membership Fees vary according to organizations; sponsors will notify students regarding club costs. Club memberships are optional.
Senior Memorabilia	MSA graduation costs do not include the expenses for special senior class memorabilia or announcements. All orders and payments go straight to the vendor; MSA does not handle these expenses.
Class Rings	Class rings are available for purchase from an outside vendor; prices vary in relation to the design that the student selects. All payments go straight to the vendor; MSA does not handle these expenses
Yearbook	Average cost is \$60-70
Literary Magazine	\$10 for each copy
Refrigerator	\$50.00; required for any in-room refrigerators. Large size refrigerators over 3.1 cu. Ft. will be subject to an additional fee.

Fines for Policy Violations, Loss, or Damage

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

State Board of Education Room and Board Policy

The Mississippi Legislature mandates that the Mississippi School of the Arts charge a fee for room and board. The amount of this fee as established by the Mississippi Legislature, shall be Five Hundred Dollars (\$500.00) for each semester.

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

I. Application For A Financial Hardship

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

This documentation must consist of one of the following:

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

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

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

or

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

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

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

II. Certification of Information

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

III. Households

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

IV. Confidentiality

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

V. Refund of Fee

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

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

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

VI. Failure to Adhere to Fee Policy

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

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

Reimbursement of Fees

All fees, with the exception of room and board and food service accounts, are nonrefundable after the first day of classes. Application for a partial refund of the room and board fee may be made provided the student ceases enrollment prior to the end of the first nine weeks of each semester. Optional fees are nonrefundable.

Admissions

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

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

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

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

- Be a resident of Mississippi;
- Be a current tenth grader with a minimum of 12 Carnegie units of study upon the completion of the tenth grade;
- Have earned Carnegie units of study in the following courses upon completion of the tenth grade¹
 - English—2 credits (English I and II),
 - Mathematics—2 credits (Including Algebra I),
 - Physical Education—0.5 credit,
 - Science—2 credits (Biology and Chemistry recommended),
 - Social Studies—2 credits (Including World History and Mississippi Studies),
 - Health—0.5 credit,
 - Business and Technology—1 credit (in accordance with Appendix A of MS Public School Accountability Standards) and
 - Foreign Language—Students are encouraged to complete at least 1 unit of the 2 units required for college admission.
- Demonstrate artistic achievement in the visual, performing, or literary arts;²
- Have an overall high school grade point average of 2.5 (Schools must include all arts course grades in calculating overall GPA);³
- Submit a completed application packet, **copy of cumulative folder, and discipline record**;
- Complete an on-site interview (by invitation);
- Audition and/or present a portfolio for review on-site (by invitation): Visual and Literary Arts require students to submit a portfolio in the arts discipline in which they are applying;
- Students must take the ACT a minimum of one time prior to the start of their junior year and again by the end of their junior year (there is no minimum score required).

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

2 Five programs of study for students entering the eleventh grade will be offered: dance, literary arts, theatre, visual arts, and vocal music. Additional programs will be phased in as campus facilities are completed and the budget allows.

3 All students who make it through the audition phase of the admissions process must provide a final transcript at the end of their sophomore year. Final transcripts must reflect a minimum 2.5 GPA for admission to MSA. MSA does not conduct mid-year auditions or allow admission after the beginning of the school year.

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

Expectations for Students

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

Expectations for Parents

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

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

Student Dress Code

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

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

Inappropriate Apparel

Inappropriate apparel includes:

- Clothing depicting vulgarity; tobacco, drug, or alcohol advertisements; inappropriate (sexual connotations) slogans or pictures; inappropriate language; messages with double meanings;

- Tops that are revealing (e.g., tank tops, spaghetti straps, cut-off tops, tube tops, halter tops, sports bras, muscle shirts); shirts and pants or skirts that are excessively low in front, back, or under the arms; or clothing that exposes midriffs;
- Pants, shorts, capris, etc. that hang below the waist;
- Leggings and running tights without a top layer meeting dress code;
- Cutoffs, clothing with holes, or clothing that tends toward immodesty;
- Sweatbands, plastic shower type caps, “rags” or bandanas, curlers;
- Obtrusive hats or sunglasses in the classroom; hats worn “gang-style;”
- Pajamas, robes, and bedroom slippers;
- Rain coats or trench coats, except in inclement weather; coats must be removed inside;
- See-through garments;
- Pajamas or clothes that appear to have been slept in;
- Dance attire outside of the dance class; and
- Any garment that may be considered gang-related.

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

Dance/Movement Attire

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

Representing MSA and Special Occasions

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

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

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

on stage, dresses above the knee are not allowed. Strapless or low-cut dresses are also not allowed. Straps must be at least two inches wide and in accordance with MSA dress code.

Emergency Situations

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

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

MSA Primary Number: 601-823-1300

SLC Main Desk: 601-823-1356

MSA Security Office: 601-823-1350

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 of the Arts (MSA) 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 MSA decides not to amend the record as requested by the parent or eligible student, the MSA 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. If, as a result of the hearing, **MSA still decides not to amend the record, the parent or eligible student has the right to insert a statement in the record setting forth his or her views.**
- The right to 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 that 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 MSA discloses educational records without consent. Any disciplinary actions affecting attendance is included in the student's permanent record and cumulative folder. The MSA will forward education records, including disciplinary records, to other schools or colleges in which the student seeks or intends to enroll.

The MSA 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 MSA 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 of receipt of this notice that he or she does not want any or all of those types of information about the student designated as directory information or disclosed to military recruiters.

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

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA, contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Armed Forces Recruiter Access

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

Confidentiality and Disclosure Policy

MSA respects the privacy rights of all its constituents. This policy does not apply when disclosure is required to prevent clear and imminent danger to an individual or the MSA school community, or when legal requirements demand confidential information be revealed, or when it becomes clear to the faculty or staff that an individual is making self-destructive choices. This includes, but is not limited to, threats of suicide, child abuse, pregnancy, communicable or fatal diseases, eating disorders, substance abuse, self-

mutilation, etc. Only information related to the reason for disclosure will be revealed on a “need to know” basis. Individuals should consult with administration as to the validity of an exception.

AHERA Assurances

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

Special Education

It is the policy of the Mississippi school of the Arts to comply with all provisions of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and the Carl Perkins Act of 1984, Section 504 of the Rehabilitation act of 1983, and the Individuals with Disabilities Education Act of 2004 (IDEA). Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices of the school. To ensure the school’s compliance, as it applies to students with disabilities, the following procedures have been adopted.

1. The 504 Coordinator (MSA Principal) and counselor will seek to detect, by examining the records of current and incoming students.
2. The 504 Committee will consist of the Principal, an academic counselor, an MSA teacher and the Special Education Services Staff of the Brookhaven School District.
3. The Special Education Director of the Brookhaven School District serves as the MSA Special Education liaison. She may be reached at (601) 835-1211.
4. The Individualized Education Program (IEP) committee will consist of all required members pursuant to state board policy 7219 § 300.321.
5. The Mississippi State Board of Education, the Mississippi Department of Education, the Mississippi School of the Arts do not discriminate on the basis of race, color, religion, national origin, sex, age or disability in the provision of educational programs and services or employment opportunities and benefits. 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.
6. The principal of MSA will serve as the Title IX Coordinator.

Discipline of students with idea and section 504 eligibility

Special education students are responsible for adhering to the same rules of conduct as nondisabled students. The school complies with all provisions of the Individuals with Disabilities Education Act of 2004, the Section 504 of the Rehabilitation Act of 1973, Mississippi laws, and State Board Policy 7219 when implementing discipline procedures for students with disabilities.

Family Involvement

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

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

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

Student Employment

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

Withdrawals

Types of Withdrawal

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

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

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

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

Withdrawal Procedures

1. Students planning to withdraw should consult the MSA counselor/Principal who will explain withdrawal procedures. An exit conference with the custodial parent(s) and the student must be held with the counselor/Principal. Students must have a signed parental consent in order to withdraw, regardless of the student's age.
2. When exiting MSA, all students must complete a **Withdrawal Form** that may be obtained from the **Executive Director or Principal**. This form must be completed in its entirety and signed by the required MSA administrators and staff members. The Withdrawal Form becomes part of a student's permanent record. MSA will release student records to another school when the parent(s) or guardian(s) complete and sign a withdrawal form. The only exceptions to this policy might be cases

involving dismissal or expulsion; under such circumstances, the disciplinary documentation will serve as a record of withdrawal.

3. In order to withdraw, the following stations must be cleared:
 - a. Textbooks (BHS) returned to the Principal whose office is located in Johnson Institute
 - b. Textbooks (MSA) returned to individual teachers for each course
 - c. Library books and equipment returned to the MSA library
 - d. Technology accounts closed by the Technology Coordinator
 - e. Medicine picked up from the School Nurse
 - f. Room inspected and keys (dorm room, wardrobe, and mailbox) returned
 - g. School supplies, equipment, and uniforms returned to arts discipline teacher(s)
 - h. Parking permit and student ID card returned to the Security Office
 - i. Food accounts closed with Food Services
 - j. Fees, fines, and damages paid before withdrawal is complete. Payments may be made in the Y-Hut.

4. Once a student has withdrawn from MSA, students may/may not be allowed to reenroll based upon standing of the student with regard to grades and discipline, and time elapsed after withdrawal forms are submitted.

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

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

ACADEMICS

Philosophy

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

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

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

Courses listed in the **Approved Courses for the Secondary School of Mississippi**, as well as other state-approved courses, will be accepted for credit. In addition to the successful completion of the required Carnegie units, a student must achieve passing scores on the statewide testing programs as follows to graduate.

MSA Student Honor Code

To fulfill the vision and mission of the Mississippi School of the Arts that promotes honor, integrity, service, and life-long learning, students shall pledge to work diligently to uphold the Values of Academic Integrity, the Student Code of Conduct and the Student Code of Honor. To emphasize the importance of school-wide collaboration in reaching the values of academic integrity, students will sign a commitment to the MSA Code of Honor during orientation each year.

As a student at the Mississippi School of Arts, I will uphold the values of academic integrity. In keeping with the principles of academic honesty and productive citizenship, I pledge a personal commitment to the fundamental values of honesty, trust, fairness, respect, and responsibility. *“I will respect others and honor their rights, privileges, and belongings. I will value differences among people, customs, and ideologies, while opposing hatred, bigotry, and bias toward others. Furthermore, I will...”* model and promote ideals of *“...human dignity in my academic, social, and residential settings while working to create a living and learning environment that is safe and secure for all.”*¹

¹ The MSA Student Honor Code was adapted from [The Southern Miss Code of Honor](#). Quoted sections are italicized and enclosed in quotes.

Subject Area Testing

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

State Board of Education Policy delineates regulations for Subject Area Testing:

Students entering a Mississippi public school will not be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a public school of another state as fulfilling the requirements for a Mississippi high school diploma.

Students entering a Mississippi public school will not be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a private school as fulfilling the requirements for a Mississippi high school diploma, provided the private school is accredited regionally or by the state of Mississippi.

Students entering a Mississippi public school will be required to take any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a private school (if the private school is not accredited regionally or by the state of Mississippi) or through home schooling as fulfilling the requirements for a Mississippi high school diploma.

Any Mississippi public school student who fails to pass a required Subject Area Test will be offered a chance to retake the test three times each year until a passing score is achieved:

- At or near the end of the fall semester,
- At or near the end of the spring semester, and
- At or near the end of summer school.

Any Mississippi public school student shall not be awarded Carnegie unit credit unless the core objectives identified in the Mississippi Curriculum Framework have been

mastered. Passage of the required Subject Area Test is a separate requirement towards graduation and shall not be criteria for awarding Carnegie unit credit.

Students entering MSA who have not passed the required Subject Area Tests will be tested during the August administration scheduled for transfer students and re-testers. MSA faculty and staff will work with students and parents in preparing and successfully completing each test required for graduation.

In addition, MSA will work with students who have not passed the Subject Area Tests to accomplish the alternative assessment options through ACT or dual enrollment/dual credit coursework to insure graduation.

Graduation Alternative Assessment Options

MSA does not have vocational education coursework available. Therefore, the alternative options for graduation requirements will be limited to the ACT scores and/or dual enrollment/dual credit coursework stipulations. In accordance with the State Board Policy 3803, *Assessments Required for Graduation*, outlines the end-of-course subject area test graduation requirements. The policy provides approved options for students to meet these high school end-of-course subject area test graduation requirements through approved alternate measures. State Board Policy 3804 applies to past, current, and future Mississippi students. While it is possible that a student will meet one of the options below before taking the subject area test, this policy states that a student is eligible to use any of these options once he or she has failed to pass any required end-of-course subject area test two times. Specifically, students may meet the graduation requirement outlined in State Board Policy 3803 by attaining any one of the measures outlined below for each of the subject area tests listed.

1. **Algebra I** - Obtain a score of **17** or higher on the Math subject subscore of the ACT; Earn a C or higher in an entry level, credit-bearing dual enrollment/dual credit /college credit course with a MAT prefix.
2. **Biology I** - Obtain a score of **17** or higher on the Science subject subscore of the ACT; Earn a C or higher in an entry level, credit-bearing dual enrollment / dual credit / college credit course with a BIO prefix.
3. **English II** - Obtain a score of **17** or higher on the English subject subscore of the ACT; Earn a C or higher in an entry level, credit-bearing dual enrollment / dual credit / college credit course with an ENG prefix.
4. **U.S. History** - Obtain a score of **17** or higher on the reading subject subscore of the ACT; Earn a C or higher in an entry level credit-bearing dual enrollment / dual credit / college credit course with a HIS prefix.

Additionally, MSA will abide by options available for graduation assessment and requirement as established by the Mississippi Department of Education in accordance with State Board Policies.

GRADUATION REQUIREMENTS

In addition to eight mandatory Carnegie Units of arts classes while enrolled, the Mississippi School of the Arts requires courses outlined by the Mississippi Department of Education for graduation, which can be found at www.mde.k12.ms.us.

Mississippi Scholars

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

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

The Mississippi Scholars Initiative is a business-driven, community-led program that encourages students to take challenging courses throughout their four years of high school. Research has demonstrated that completing rigorous courses in high school is the strongest predictor of college and workplace success. The State Scholars Initiative was created to address a particular reality: Our businesses and our economy are demanding more of workers—more skill, a more flexible knowledge base and, above all, a greater capacity to learn. The Mississippi Scholars Course of Study gives students the foundation they need to succeed regardless of the path they choose after high school.

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

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

Graduating as a Mississippi Scholar means a student:

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

Employers, colleges, universities, and technical schools care about an applicant's overall education, not just a grade point average. They prefer people who have completed a demanding course of study in high school. They value a C in a hard class more than an A in an easy one. These are the requirements for a Mississippi Scholars student:

Mississippi Scholars Course of Study for Graduates in 2016

Content Area	Credits Required	Courses Required
English Language Arts	4	English I (1), English II (1), English III (1), English IV (1)
Mathematics	4	Algebra I (1), Geometry (1), Algebra II (1) and any one Carnegie Unit of comparable rigor and content
Science	4	Biology (1), Chemistry (1) or any two Carnegie Units of comparable rigor and content (Physics [1] preferred)
<i>MDE Approved Science Course Substitutions</i>		Aerospace Studies (.5), Astronomy (.5), Biology II (1), AP Biology (1), Biomedical Research (1), Botany (.5), Chemistry II (1), AP Chemistry (1), Organic Chemistry (1), Genetics (.5), Geology (.5), Human Anatomy and Physiology (1), Marine and Aquatic Science (.5), Microbiology (.5), Molecular Biology (.5), Physics I (1), Physics II (1), AP Physics B (1), AP Physics C: Electricity and Magnetism (1), AP Physics C: Mechanics, Physical Science (1), Zoology (.5)
Social Studies	4	World Geography (.5), Mississippi Studies (.5), World History (1), U.S. History (1), U.S. Government (.5), Economics (.5)
Advanced Electives	2	Foreign Language I (1), Foreign Language II (1)
Arts	1	1 Credit
Additional Expectations:		40 Hours of Community, 2.5 Cumulative High School GPA, 18 on ACT composite score, 95% School Attendance during 4 years of High School, Letter of Recommendation from Principal or Guidance Counselor, and no out-of-school suspensions
Please Note: In addition to the above courses, Mississippi Scholars must complete any remaining state-mandated high school and MSA graduation requirements.		
Advanced Placement courses may be substituted in Mississippi Scholars Subject Areas, but are not required (e.g., AP U.S. History instead of regular U.S. History).		

Grading Scale

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

MSA Grading Scale—All Courses

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

The lowest passing grade is a 65.

Grading Policies

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

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

Incomplete Grades

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

Make Up Work

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

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

Grade Challenges

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

Course Selections

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

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

Advanced Placement Program (AP)

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

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

The benefits of AP courses for students include:

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

The benefits of AP courses for parents/guardians include:

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

All MSA AP teachers attend summer institutes, which are required for Advanced Placement certification; the College Board approves course syllabi. MSA expects students who enroll in an AP class to take the AP

examination. MSA offers courses in the following subjects: AP U.S. History, AP English III, and AP English IV. Brookhaven High School offers AP courses in science and mathematics areas, which MSA students may take if enrolled in those classes. Depending upon the numbers of interested students, all AP subjects may not be offered every year.

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

Off Blocks for Students

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

Class Attendance

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

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

Absences Due to School-Related or Approved Functions

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

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

Tardiness and Absenteeism

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

Definitions:

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

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

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

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

When a commuter student is suddenly absent for other reasons, the parents must call the school Attendance Secretary to explain the absence. The determination of excused or unexcused will be made after the phone call.

An absence that occurs as a result of MSA (or BHS) imposed disciplinary action shall not be counted as a separate violation of the policy against the number of allowed unexcused absences. When a student accumulates five (5) unexcused absences in a **single course**, a report will be made to the school

attendance officer. In keeping with MS Code § 37-13-91, students who have been suspended are considered unexcused and only major grades may be made up.

Regular school attendance is required by the Mississippi Compulsory Attendance Law,

Mississippi Code Annotated § 37-13-91(2)(f). Under this law, parents must inform MSA of the reason for the child's absence and the school policy and/or administration are required to designate the absence as excused or unexcused. Please see previous page for the nine reasons a student may receive an excused absence under Mississippi Law. Any parent found in non-compliance with the Law may be subject to fines and/or imprisonment.

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

Excessive Absences and Tardies

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

To emphasize the importance of regular school attendance, students and their parents will receive a copy of the MSA attendance policy at registration. They will sign a contract acknowledging that they have received the document and understand that regular school attendance is necessary to ensure academic success. To remain in good standing at MSA, students must be prepared for class, be on time, and attend class every day. **Parents should refrain from allowing their child to check out early—especially on Fridays—or return to school late on Mondays after they have been home for the weekend. Parents cannot excuse students from class or indicate an illness without information from a doctor or the school nurse.**

Permission for Planned Absence

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

Requests for College Days

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

Classroom Misbehavior

MSA holds all students accountable for their behavior while attending class, participating in field trips, attending concerts, or at any period of time that the student is otherwise representing the Mississippi School

of the Arts or is under the supervision and is the responsibility of the school. As the ultimate authority in the classroom, the teacher is charged with classroom management. Students may not carry or play musical instruments in classrooms, except with advance written approval by the instructor. Wearing hats or sunglasses in class is not acceptable. Classroom misbehavior includes, but is not limited to, disrespect, disruption, failure or refusal to follow directions, failure to complete classroom assignments in a timely manner, or failure to stay awake in class. When an incident occurs that cannot be resolved by the instructor, it is referred to the Principal.

Field Trips

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

- The faculty or staff member sponsoring the trip will complete an **Event Request** through the school event database to the Principal for approval at least three weeks prior to departure.
- The trip sponsor must make arrangements with the Director of Transportation in advance. Sponsors of the field trips are required to ride on the bus with the students to/from the field trip location.
- If bag lunches, beverages, or snack are needed for the trip, the sponsor must make the request to the Director of Food Services at least two weeks (10 working days) in advance using the event database.
- The teacher will inform the administration of those students participating in field trips via an electronic list of attendees provided to the Attendance Secretary. Notification of those attending will be posted in the Morning Announcements. Students are responsible for obtaining class and homework assignments missed as a result of field trips. All work must be completed in accordance with the make-up policy.
- The General Permissions Information Form provides parental signature allowing students to participate in all school sponsored field trips. Additional permission slips for out of state travel will be required for students to participate.
- The field trip sponsor will notify parents in advance of the scheduled event so they will know their child will be away from campus for a specified period of time.
- Requests for unexpected or sudden trips will be handled on a case-by-case basis.
- Rules and regulations found in the MSA handbook pertain to all school-sponsored trips
- A student without all of any required signed permission forms and/or assessed fees by the trip date may not participate in the field trip.
- A student not meeting basic academic requirements may be denied participation in the field trip.

Assembly Attendance

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

Academic Integrity

In keeping with the MSA mission and vision, and the intent of MS Code §37-13-181, the Mississippi School of the Arts hereby adopts the following tenets of Academic Integrity that will serve as the foundation of the Student Code of Conduct and Honor Code.

“Academic Integrity is a fundamental value of teaching, learning, and scholarship. Yet, there is growing evidence that students cheat and plagiarize. The Center for Academic Integrity (CAI)—a national consortium of high schools, colleges, and universities—defines academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals to action.”

Honesty

“Honesty is the foundation of teaching, learning, research, and service and the prerequisite for full realization of trust, fairness, respect, and responsibility. Honesty begins with oneself and extends to others. In the quest for knowledge, students and faculty alike must be honest with themselves and with each other, whether in the classroom, laboratory, or library, or on the playing field. Cultivating honesty lays the foundation for lifelong integrity, developing in each of us the courage and insight to make difficult choices and accept responsibility for actions and their consequences, even at personal cost.”

Trust

“An academic community of integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential. People respond to consistent honesty with trust. Trust is also promoted by faculty who set clear guidelines for assignments and for evaluating student work; by students who prepare work that is honest and thoughtful; and by schools that set clear and consistent academic standards and that support honest and impartial research. Only with trust can we believe in the research of others and move forward with new work. Only with trust can we collaborate with individuals, sharing information and ideas without fear that our work will be stolen, our careers stunted, or our reputations diminished. Only with trust can our communities believe in the social value and meaning of an institution’s scholarship and degrees.”

Fairness

“An academic community of integrity establishes clear standards, practices, and procedures and expects fairness in the interactions of students, faculty, and administrators. Fair and accurate evaluation is essential in the educational process. For students, important components of fairness are predictability, clear expectations, and a consistent and just response to dishonesty. Faculty members also have a right to expect fair treatment, not only from students but also from colleagues and their administration. All campus constituencies have a role in ensuring fairness, and a lapse by one member of the community does not excuse misconduct by another. Rationalizations such as “everyone does it” or “the curve was too high” do not justify or excuse dishonesty.

Respect

“An academic community of integrity recognizes the participatory nature of the learning process and honors and respects a wide range of opinions and ideas. To be most rewarding, teaching and learning demand active engagement and mutual respect. Students and faculty must respect themselves and each other as individuals, not just as a means to an end. They must also respect themselves and each other for extending their boundaries of knowledge, testing new skills, building upon success, and learning from

failure. Students show respect by attending class, being on time, paying attention, listening to other points of view, being prepared and contributing to discussions, meeting academic deadlines, and performing to the best of their ability. Being rude, demeaning, or disruptive is the antithesis of respectful conduct. Members of the faculty show respect by taking students' ideas seriously, providing full and honest feedback on their work, valuing their aspirations and goals, and recognizing them as individuals. All must show respect for the work of others by acknowledging their intellectual debts through proper identification of sources. Once again, the interdependence of the values that constitute academic integrity becomes apparent. Part of respecting people involves fair and honest treatment, and all of this supports an environment of trust."

Responsibility

"An academic community of integrity upholds personal accountability and depends upon action in the face of wrongdoing. Every member of an academic community—each student, faculty member, and administrator—is responsible for upholding the integrity of scholarship and research. Shared responsibility distributes the power to effect change, helps overcome apathy, and stimulates personal investment in upholding academic integrity standards. Being responsible means taking action against wrongdoing, despite peer pressure, fear, loyalty, or compassion. At a minimum, individuals should take responsibility for their own honesty and should discourage and seek to prevent misconduct by others. This may be as simple as covering one's own answers during a test or as difficult as reporting a friend for cheating, as required by some honor codes. Whatever the circumstances, members of an academic community must not tolerate or ignore dishonesty on the part of others."

For more information on academic integrity, refer to the publication below from which the above sections were quoted.

The Fundamental Values of Academic Integrity

<http://www.academicintegrity.org/ica/2.php>

"Integrity—When you do the right thing even though no one is watching."

Anonymous

Appropriate Content

The Mississippi School of the Arts is a public high school on a campus that includes residential support services. The school seeks to provide a safe and healthy, positive learning environment. In keeping with this philosophy, things such as tobacco, drug, or alcohol usage, profanity, violence, abuse, lewdness, nudity, sexuality, or any other suggestive subject matter is not considered appropriate content in student generated works created in any medium (e.g., written, performed, electronic, artworks, video, photographs, cartoons). This policy applies to all aspects of the campus; students and faculty members must refrain from generating, producing, or performing works that might be questionable. Written and published works may have to be edited to be appropriate for use in a public school context where students are minor children. Questions regarding appropriate content should be addressed to the Principal. Students and their parents will sign a contract at registration stating that they know and understand policies related to appropriate content.

Visual Art Senior Work Donation Policy

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

The selection process will be as follows:

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

Storage of artwork after graduation:

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

Visual Art Sales

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

Tutoring and Required Study Hours

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

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

Library

Students attending MSA are privileged to use the available resources of the library as long as policies and procedures are followed. Each student is responsible for the proper use and timely return of books and materials checked out. Before the end of each semester, students must return all items checked out of the library before going home. All MSA cameras and accessories must be used on the campus and/or in the surrounding area delineated by the MSA Walking Map with prior permission. **Students must not take school equipment home or on school trips.** Failure to return books, materials, and equipment by the appointed time could result in fines up to and including the cost of replacement. Students must pay all fines or replacement costs assessed by the library. Library hours will be posted at the beginning of each semester. In addition to the resources of the MSA library, students may use the local county library that is located north of Lampton Auditorium.

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

Textbooks and Other Media—Electronic and Print

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

Equipment

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

To ensure that MSA educational resources receive proper use, care, maintenance, and protection. Parents must be financially responsible for loss or damage of school property and equipment. At no time shall students transport these resources outside the MSA designated walking area. All equipment must be returned to MSA prior to any scheduled breaks for the holidays to avoid paying a fine.

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

Schedule Changes

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

Dropping a Class

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

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

Classroom Assessment

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

Exams and Exemptions

MSA exam schedules will be coordinated with those at Brookhaven High School. In keeping with the MSA philosophy of the importance of demonstrating knowledge acquired in dance, literary arts, theatre, visual arts, vocal music and other content areas over time, there will be no exemptions from exams at MSA. Teacher, peer, and self-assessments are integral components of meaningful learning.

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

Progress Reports and Report Cards

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

Transcripts and Other Educational Records

From time to time, students and/or their parents may request official or unofficial transcripts during the eleventh and twelfth grade for college applications, acceptance to special programs, etc. Transcripts requested prior to graduation are provided free of charge. After graduation, each student is provided with a free sealed official transcript. For student use, an unofficial copy is also included with official graduation documents. Thereafter, requests for additional transcripts must be made using the MSA Request for Transcript Form. The cost for each additional transcript is \$5.00 to defer costs of postage and handling. The **MSA Request for Transcript** form can be downloaded on the MSA website – www.msa.k12.ms.us.

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

Academic Probation Policies

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

The review of academic progress will help determine the student's ability to attain and maintain success in prescribed course work and to create strategies to assist those in need of assistance. Upon review of

grades, course work, and attendance, the staff will make recommendations for students not successful in their schoolwork. Students will be placed on Academic Probation if they have:

1. Earned a nine weeks grade below 69 in one or more courses, and/or
2. Earned one or more final grade below 65, and/or
3. Earned a grade of C or below (≤ 79) in one or more major arts discipline courses.

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

Continuance at MSA

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

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

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

Students or parents who wish to appeal this decision may do so in accordance with the dismissal procedures as outlined in this handbook.

Academic Probationary Process

The Principal or Counselor will notify students, parents, and teachers in writing of students placed on academic probation. After notification, MSA will arrange a conference with the student and a parent/guardian to discuss a contract including future plans and expectations of the student and the manner in which the student must meet the prescribed requirements. The parents, student, faculty, Principal, Executive Director, and the counselor will receive copies of the signed contract. Students who fail to make required minimum academic progress and/or to improve attendance during the probationary term will be evaluated for dismissal.

Students placed on probation twice, even though not necessarily back-to-back, will retain probationary status until graduation or dismissal from the school. Before a student is considered for dismissal, students and/or their parents or guardians may provide, in writing, an explanation for academic performance,

attendance, or behavior deficiencies, a possible remediation plan, and reasons the student should remain at MSA. Parents and/or students may initiate a meeting for consideration of status at anytime by contacting the counselor.

Promotion, Retention, and Early Graduation

As authorized by Mississippi Code §§ 37-140-3, the Mississippi School of the Arts (MSA) is a two-year residential high school for juniors and seniors. In order to be admitted and classified as a junior at the Mississippi School of the Arts, students must have earned a minimum of 12 Carnegie units of instruction, including those courses specified for admission. After completion of the junior year at MSA, in order to be promoted and classified as a senior, a student must have earned a total of 18 Carnegie units. To graduate, students must earn the number of Carnegie units required by the State of Mississippi plus eight (8) in their arts major discipline completed while enrolled at MSA.

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

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

In the event of extremely extenuating circumstances, the Executive Director may determine whether or not a student may continue to study at the Mississippi School of the Arts longer than two years.

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

Dropout Prevention Plan

While attrition will occur with each class that enrolls at the Mississippi School of the Arts, the nature of MSA students does not lend itself to one where students will drop out. Students must audition and be selected, live and learn in a unique residential setting, and therefore, usually come to MSA anticipating success. While a residential school is not for everyone, the programming, select faculty, and special residential experiences will support continued involvement and success for gifted and talented high school students. The results will be graduation and pursuit of further learning in most cases.

To support students and encourage their continuing education at the Mississippi School of the Arts, 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-of-state colleges, universities, and other institutions of higher learning
 - c. Transition to college, financial aid, and other workshops relevant to high school students
 - d. Guest speakers and artists who are professionals working in the literary, visual and performing arts
2. Intervention Programs
 - a. Attendance monitoring at MSA and at Brookhaven High School
 - b. Grade progress reviews throughout grading periods
 - c. Special study blocks in the library supervised by a faculty member when students are at risk academically
 - d. Evening study hours determined by grades, attendance, and discipline
 - e. Tutoring by peers or content specialists who may be Resident Counselors living in the dorm
 - f. Ongoing communication between the faculty, administration, and residential life staff regarding the needs of individuals
 - g. Healthy living programs and opportunities on campus
 3. School, Family, and Community Partnerships
 - a. Student data sharing through SAM7
 - b. E-mail links between parents, teachers, administration, and students
 - c. Real time access by parents to student attendance, grades, assignments via the Internet through ActiveParent
 - d. Additional support for individual students from community Host Parent Network
 - e. School support from the MSA Parent Network
 4. Support for Transition back to Home Schools
 - a. Communication with parents and students
 - b. Emotional support throughout the decision-making process
 - c. Provision of records and data to new school upon request
 - d. Monitoring to ensure that students enroll in new school

Summer School

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

Correspondence (Independent Study) and On-Line Courses

Students may enroll in correspondence (independent study) courses through continuing education programs at a state college, university, or other agency approved by MSA with prior written permission of the Principal. According to Mississippi Public School Accountability Standards, "No more than one (1) of the minimum required number of units [required for graduation] may be earned through completion of an approved correspondence course." Arts courses taken by correspondence will not receive credit toward arts courses required at the Mississippi School of the Arts.

Occasionally, MSA students may seek enrollment in on-line courses in order to fulfill their academic course needs. All requests must meet the same criteria as those set forth for summer school courses. Students who request on-line courses must have an overall grade point average of 3.0 and show evidence of being responsible in self-directed learning situations. Students enrolled in virtual courses while enrolled at the Mississippi School of the Arts must be scheduled for an on-line course-monitoring block, similar to a regular class period. This block is usually scheduled in the library where work is monitored and testing occurs in a

secure area under the supervision of the media specialist or another staff member. **Students who enroll in an on-line course must successfully complete the course or an “F” will be assigned and a numerical grade equal to the student’s average in the course as of that date. If a student drops the course prior to the withdrawal deadline, there will be no penalty.** If a student is enrolled in an online course that continues all semester (two nine weeks), they are only required to work in the library each day for a period of 45 minutes. If the course is to be complete in one nine weeks, students must remain in the library for the entire block.

MSA Individual Study Courses

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

Credit Recovery

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

Academic Honors

Grade Point Average/Quality Point Average

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

Overall grade point averages will be composed on a 100-point scale adding weight to quality points for Advanced Placement, Honors, and Accelerated courses. Numeric grades transferred from other schools will be recorded as shown on the transcript. If the transferring school does not provide a numeric grade, the MSA grading scale will be used for conversion to a numeric equivalent. If the transferring school does not provide quality points, the MSA quality points for each letter grade given to a student will be A (4.0), B (3.0), C (2.0), D (1.0), and F (0.0). **Due to the excessive numbers of districts and varying weighted course policies, class rank will be based upon the weight and quality points according to MSA policy regardless of their previous school’s policies. Courses will be listed on the transcripts as they were taken, but all grades will be maintained at the MSA policy. In the event a student enrolls that was given alternative quality points or weight for courses taken, a letter will accompany transcripts to schools indicating the level coursework policy. The quality points earned for each course taken toward graduation requirements make up the student’s Quality Point Average (QPA).**

Valedictorian and Salutatorian

A Valedictorian and Salutatorian will be named for each graduating senior class. These students must have followed a college preparatory curriculum as defined by course content required for acceptance into

Mississippi Institutions of Higher Learning. At the end of the fall semester of the senior year, the student with the highest accumulated Quality Point Average (QPA), including weighted averages for AP, Honors, and Accelerated courses, will be named Valedictorian. The student with the second highest accumulated QPA, including weighted averages for AP, honors, and accelerated courses, will be named Salutatorian. If a tie should occur, the following factors shall be examined in the following order by a Graduation Committee appointed by the Principal until a clear ranking is established: (1) The unweighted numeric grade point average of each students; 2) ACT and/or SAT scores; (3) The number of AP, accelerated, or honors courses a student has taken; (4) Whether or not the student has completed the Mississippi Scholars curriculum, (5) The total number of courses attempted; (6) School service; and (7) Participation in extracurricular activities. In addition to grades, students who qualify for Valedictorian or Salutatorian must be in good standing in relation to discipline—having had no academic dishonesty referrals (e.g., cheating, plagiarism), Level III offenses, or suspensions while at MSA. The decision of the Graduation Committee is final. The Graduation Committee reserves the right to revoke the honor of Valedictorian or Salutatorian if after rankings are announced, the designees violate any of the qualifying criteria.

Class Rank and Honor Graduates

Student Quality Point Averages (QPA) at the end of the fall semester of the twelfth grade will determine student class rank (e.g., 3.25). In addition, a category of special honor graduates will include students with a QPA of 3.75 or higher. Special honor graduates will wear a gold cord at graduation. Students with a QPA of 3.25—3.749 or higher will be classified as honor graduates. Honor graduates will wear a silver cord. In addition to grades, students being considered for Special Honors or Honors must be in good standing in relation to discipline—having had no academic dishonesty referrals (e.g., cheating, plagiarism), Level III major offenses (excludes level III violations due to habitual minor offenses classified as Level I or II in the disciplinary list), or suspensions while at MSA.

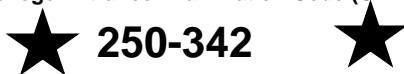
Awards Ceremonies

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

College Testing Programs

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

MSA College Entrance Examination Code (CEEB)



ACT Registration

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

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

SAT Registration

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

SAT Online Preparation: http://www.collegeboard.com/student/testing/sat/prep_one/prep_one.html

PSAT Registration

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

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

Publications

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

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

Beta Club

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

Arts Ambassadors

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

Students must hold an 85 or above in all of their classes in order to be eligible and maintain their status as Arts Ambassadors. Arts Ambassadors must attend all meetings or have prior approval by sponsor to miss a meeting. Students may be dismissed from membership for **failure to meet the program's minimum expectations (see Arts Ambassador Manual) or by not upholding the school's mission and vision.**

Student Government Association

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

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

Student Organizations and Clubs

Students may form and join lawful groups for common purposes that are consistent with the vision and mission of MSA. Clubs will be co-curricular serving the educational purpose of MSA. Students have the

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

Who's Who Elections

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

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

Athletics

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

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

Fund Raising

All student fundraising projects must be submitted to the faculty sponsor of an organization. If the sponsor approves the project, the faculty sponsor submits the request to the Principal and Executive Director providing the information required on the **Request for a Fundraiser Form** for final approval. Requests should be submitted four (4) weeks in advance of the proposed activity. All funds raised must be submitted to the Administrative Assistant to the Executive Director for receipt, deposit, and proper accounting. An

annual accounting should be submitted to the Executive Director in May. Since requisitions for use of funds raised must be made through the Mississippi Department of Education, requests should be made well in advance. Fundraising projects must meet the goals of the MSA Wellness Policy. Parents are not permitted to fundraise as MSA representatives without prior approval of the Executive Director.

Distribution of Non-MSA Printed Material

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

Media Policies

MSA has a positive working relationship with the news media in order to promote the school and its mission. The Executive Director is the spokesperson for coordinating media coverage. All news releases, newsletters, public service announcements, publicity, promotional brochures, advertising (with the exception of advertising for purchasing), graphics, photography, etc. will be originated, produced, disseminated and/or approved by the Executive Director. All students, clubs, and organizations affiliated with MSA must comply.

Privilege Plans

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

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

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

Students that have not fulfilled discipline obligations will be placed on red plan until the discipline obligations have been met. Once the obligations are fulfilled the student will be placed on their normal privilege plan based on their grades.

The juniors' first assigned privilege plan will be based upon their transcripts from their previous high school until grades for MSA have been earned. The final nine weeks average of the junior year is used for returning seniors. During any term, if students have an incomplete at the end of the grading period, they are automatically placed on the Red Privilege Plan until the grade is final.

Students who have campus work service or detentions assigned that has not been completed by the deadline given at the end of each grading cycle will be automatically placed on the Red Privilege Plan until the consequences are met. Juniors who are returning in the fall who have campus work service remaining will begin the new school year on the Red Plan until the work service is complete. Graduating seniors must finish all campus work service, detentions, and Saturday schools owed in order to participate in graduation exercises. CWS tasks do not carry over from one term to the next.

At the end of each four week period, the administrative staff will review grades and look at each student's discipline. Students will be notified regarding the level for which you qualify as soon as possible. Students with incomplete grades at the end of a term will automatically be placed on the Red Plan until the incompletes are removed.

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

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

RESIDENTIAL LIFE

Philosophy of Residential Life

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

The Mississippi School of the Arts campus is located at the heart of the City of Brookhaven. Contributions made by those who reside and work in such a setting will benefit from this experience. The MSA community promotes the joy of discovery and the challenge of reaching one's fullest potential.

Residence Hall Living

Living in a residence hall is an exciting opportunity that requires self-discipline, independence, a high degree of responsibility, compatibility with students from diverse backgrounds, and the ability to follow rules and established guidelines. Students who demonstrate these characteristics should adapt successfully to living in a residence hall with minimal adjustments. While students are making transitions from living at home to those of residential life, the hall staff is constantly available for assistance and support. They help

students adjust to the residential setting, and provide guidance as needed. Such a support system enhances the likelihood that all students will have successful and meaningful educational experiences. An important part of this adjustment is student understanding of the hall rules and standards of conduct. An orderly, clean, comfortable living area supports and enhances the learning atmosphere and, therefore, benefits the entire school community. **When students cannot fulfill the requirements of living in the dormitory, MSA reserves the right to require a student to become a commuter.**

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

Residential Suites

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

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

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

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

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

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

1. Cast-off furniture and other items, materials, and/or clothing retrieved from the trash, off the street, or in public dumpsters. **For health and safety reasons, dumpster diving is forbidden.**
2. Motorized scooters;
3. Cooking appliances including, but not limited to: microwave oven, popcorn popper, hot plate, toaster, toaster oven, coffeemakers with a hot plate, heating coils;
4. Dangerous scientific equipment;
5. Spray paint, fixatives, or other harmful aerosols;
6. Solvents or other flammable liquids (e.g., turpentine, mineral spirits, denatured alcohol); lighter fluid;
7. Toxic glues, cements, or other adhesives;
8. Darts, dartboards, and dart guns;
9. Shot glasses, empty alcohol containers used as decorations, alcoholic drink mixers and/or bottles;
10. Exercise weights such as dumbbells;
11. Halogen lights;
12. Ice chests or coolers;
13. Incense, incense burners or open flame items such as matches, cigarette lighters, fireworks, candles, candle warmers;

14. Extension cords without surge protection;
15. Martial arts equipment, boxing bags, toy guns, and toy knives;
16. Pets of any kind;
17. Public signs including, but not limited to, highway, traffic, business, parking; and
18. Weapons including knives with serrated or sharpened edges, razor blades, box cutters, X-acto knives, multipurpose tools, and novelty advertising tools/items with sharp blades.

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

Personal Property

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

Bed Bugs

Any student concerned about his or her residence having bed bugs should contact the school immediately. **Students should not clean their room or belongings until an inspector can determine if there are any signs of bed bugs. If possible, students should try to retrieve a sample bug with clear tape for the exterminator to examine.**

1. Exterminator should inspect the residence.
 - While not required, students are encouraged to be present during the inspection by the exterminator.
 - Students who report suspected bed bugs on a work day when the exterminator can be dispatched within 24 hours will be asked not to relocate to any other room until their room can be inspected by the exterminator. This is CRUCIAL so that we can prevent the spread of bed bugs if they are found to be in a student's room and belongings.
 - Students may not, at any time, deny the exterminator or staff access to their living spaces (including bedrooms, common area, kitchen, bathroom, etc.)
 - Since bedbugs are treatable, the school will not facilitate permanent room changes for these situations.
2. If the exterminator cannot find any evidence of bed bugs, the room will not be chemically treated; a glue board may be installed to monitor activity. The student will be asked to continue monitoring their living space, and to notify staff immediately if there are further concerns.
3. If the exterminator confirms the presence of bed bugs, the school will contact the parents and will provide the affected student(s) and their family with a detailed list of instructions for the removal and laundering of their personal items. Bed bugs are a serious community issue, and ALL students are expected to comply with instructions given to them within 24 hours once bed bugs have been confirmed within their living space.

Common Areas

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

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

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

Common Areas—Passageways and Restrooms: Stairwells to dorm floors, hallways, and restrooms outside suites are considered commonly shared spaces that may be gender specific. Students must refrain from leaving personal possessions in any of these areas.

Common Areas—First and Second Floors of the SLC: Common areas of the non-residential floors of the dorm are (1) First Floor—Entrance lobby, cafeteria serving and dining areas, lounge (TV and pool table area), laundry room; and (2) Second Floor—the lobby, lounge (TV area), Library, the Fitness Center, and post office box area outside the Technology Office. **Visitors are not allowed in the Fitness Center or in the Laundry Room.**

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

Common Areas—Campus Grounds: The patio outside the cafeteria, seating areas in front of the SLC and throughout the campus are considered common areas. **Students shall remain in lighted areas that**

are supervised by adults when visitors are on campus. Students shall not remain in vehicles or loiter in parking areas

Laundry Room

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

Fitness Center

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

Lost and Found

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

Televisions and Video Equipment

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

Students who bring personal or rented videotapes or DVDs for use in the public areas of the residence hall must obtain approval from the Director of Residential Life, Assistant Dorm Supervisor, or a Resident Counselor *before* viewing. Staff members have the authority to prohibit viewing specific videotapes or DVDs, and television programs or channels if the content is deemed offensive or inappropriate. Students who store personal items such as CDs, DVDs, videotapes, and electronic games and equipment in the dormitory lounges do so at their own risk. MSA does not assume responsibility for student possessions.

Because the primary function of the Mississippi School of the Arts is educational, television, video, and DVD watching and video games are prohibited on the first and second floors of the Student Life Center between 7:00 a.m. and 5:00 p.m. including meal times on school days. Exceptions will be made for morning news broadcasts played at a very low volume.

Musical Instruments

To accommodate study in the performing arts, clavinos are located in the elevator lobby areas of the multiple residential floors for practice. Care must be taken to ensure that the instruments remain in good repair. Students who own instruments must observe guidelines for study hours and quiet times in relation

to noise. No instrument may be played after room check unless earphones can be used to prevent noise that can be heard by others. Playing instruments in the common areas on the first and second floors is subject to approval by the residential life staff. Students must not take musical instruments into the library and instructional areas. Only with advance written approval from the instructor will exceptions be made.

Posters, Pictures, and Advertisements

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

Refrigerators

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

- a) Each student may opt to bring a refrigerator. Roommates or suitemates may share a refrigerator if they wish.
- b) The maximum size of the refrigerator must not exceed 3.1 cubic feet. Students must keep refrigerators clean and free of spoiled food; regular inspections will occur during weekly room checks.
- c) MSA staff may examine all items in refrigerators without notice.
- d) Students must pay a fee for each refrigerator in the suite.

Moving In and Out of the Student Life Center

Moving In

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

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

Moving Out

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

Housekeeping in Suites and Student Life Center Common Areas

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

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

Energy Conservation and Recycling

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

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

Roommates

Residence hall room and floor assignments are made by gender. Females are not allowed in stairwells on the boys floor(s), on halls, or in rooms assigned to men; male students are not allowed on halls or in rooms

assigned to women. Violation of this policy is a severe offense. If students are found to be on the wrong floor at any time or for any reason, they will be subject to disciplinary action that may include suspension, dismissal, or expulsion.

MSA does not make room assignments on the basis of race, color, creed, national origin, sexual orientation, or disability. The residential life staff makes room assignments in accordance with student requests and honors them when possible. Room changes will only be considered after three weeks from the beginning of each school year. Students who are involved in a romantic relationship are not permitted to be roommates or suitemates and are subject to all room visitation guidelines in relationship to couples. Likewise, students who are involved in a romantic relationship may not live on the same dorm floor, when possible.

The Executive Director reserves the right to change room assignments to promote or preserve the public peace, order or tranquility of the school, or the health, morals or education of the students, where the student's presence would serve to adversely affect, hinder or retard the academic development of other students and for safety, repairs, disciplinary actions and irreconcilable incompatibility of roommates. (Mississippi Code Annotated § 37-11-1 and §37-11-3) Staff may also consolidate vacancies by requiring a resident to move from a single occupancy to double accommodations.

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

Students may request a roommate change if deemed necessary. However, no request for change will be honored until students have demonstrated a good faith effort to resolve their differences. No roommate changes will be considered until after the first three weeks of each school year. A student wishing to change roommates must discuss the situation with the Director of Residential Life. School officials may move a student temporarily or permanently due to documented medical conditions, or if it is deemed helpful to the student, roommate, and/or suitemates.

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

Residential Life Terminology

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

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

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

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

Floor Duty—All students will be required to do specific tasks to help maintain the common areas on the floors where they live. The Resident Counselor on each floor shall schedule, assign, and monitor work

needed. Campus Work Service hours shall not be awarded for these duties that are required in return for special opportunities provided on a state residential high school campus.

Residential Life Schedules

School Week Schedule—Sunday through Thursday Evenings

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

Weekend Schedule—Friday and Saturday Evenings

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

Food Deliveries to the Dorm

Food deliveries to the dormitory are prohibited after 9:30 p.m. Sunday through Thursday nights and after 11:00 p.m. on Friday and Saturday nights.

Off Campus—Permission and Sign Out

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

On weekends when all students must be off campus, they may return to the dorm no earlier than 5:00 p.m. Since the next day after an away weekend is a school day, it is recommended that students return no later than 7:00, **however, students must return to the dorm in time to be on their dorm floors before curfew.** Upon returning to campus students must sign in immediately. MSA allows students broad privileges regarding signing out. Basic integrity and honesty of students will determine the extent of off campus privileges. Violations of trust are serious offenses and will result in loss of privileges and possible suspension.

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

Students must sign out for overnight visits by thirty minutes after the last class on Friday and 4:00 p.m. Saturday. Signing out to an authorized destination entails specific responsibilities. If a student who has

signed out overnight wishes to change the approved destination, the student must notify the Director of Residential Life for approval.

To ensure student safety and well being at all times, if a student wishes to leave campus overnight during on-campus weekends—even to travel home—written parental permission is required at least 24 hours in advance.

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

SLC Fax Number: 601-823-1546

SLC E-Mail: msaresidential@mde.k12.ms.us

To communicate frequently with parents and to help ensure student safety, the Residential Life Staff will mail a copy of student sign out cards at the end of each month. Parents are encouraged to make certain that their child is fulfilling their expectations in relation to leaving campus. Special events, such as Prom, may have different sign in/out procedures. Please note that any major campus events require a 63% attendance of the day of (on a weekday) or prior to (on a weekend) in order to participate.

Food Services

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

Students must present their ID cards at each meal. Replacement cost for lost ID is \$25.00.

Students must conduct themselves appropriately in the dining room. Shirts and shoes are required; hats removed. Listening to radios, etc., and playing musical instruments are not permitted. Obviously, throwing food, leaving one's tray and making a mess for others to clean up will result in disciplinary action.

Weekday and weekend meal times will be posted. The schedule for cafeteria service may vary in accordance with class schedules and special events.

U.S. Postal Services

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

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

Religious Services

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

Financial Services

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

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

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

Students will need cash for use in coin-operated washers and dryers in the laundry room. **MSA does not provide change for students for use in the laundry or vending machines.**

Student Activities

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

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

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

Dances and Prom

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

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

Campus Work Service

A school is a community of people sharing common ideas and goals. Students contributing to the betterment of the school enhance community spirit. When a student contributes to the school, everyone benefits and the quality of life improves. **All MSA students will contribute to the school through required hall cleaning duties on their dorm floors as specified in the section entitled “Floor Duty” of this handbook.** While duties may vary widely depending on human resources needed at MSA and duties appropriate for students—both residential and commuting—juniors and seniors who receive disciplinary referrals must fulfill campus work service assigned. Assignments may include office or studio assistance, cleaning common areas of the campus, gardening or general yard work, working in the library, etc. Those students who volunteer to perform campus work service are rewarded with bonus points on their Privilege Plans.

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

Community Service

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

COUNSELING PROGRAM

The mission of the Mississippi School of the Arts counseling program is to support the mission of the Mississippi School of the Arts by providing excellent academic, college admissions, and career counseling to MSA students. The MSA professional school counselor works cooperatively with the MSA faculty, administration and staff to support and enhance the holistic growth of MSA students.

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

Confidentiality is an essential requirement in a counseling relationship. Confidentiality will be maintained except in those instances required to insure the safety of the client or another individual or as defined in Mississippi law as exceptions to confidentiality. MSA does not have a licensed mental health professional on campus. Any mental illnesses will require professional assistance at the parent/guardian(s) expense.

Services Provided

Adjustment Efforts

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

Academic Counseling

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

College Admissions & Career Counseling

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

Personal & Mental Health Counseling

Creatively gifted students sometimes experience intense feelings and need to talk about them. Moreover, unexpected events happen in the course of life. Students experience loss or other adverse contingencies that may knock them off balance or turn their world upside-down. In the past, the MSA counselor has facilitated a Relaxation/Stress Management Group and an Anger Management Group. From time to time, teachers invite the MSA counselor into the classroom to facilitate communication and conflict resolution, important skills that students need to work cooperatively and professionally. Students can also seek support individually from the MSA Counselor as needed. If further psychological assessment or services are needed, parents/guardians are expected to seek support for their students from mental health professionals. MSA can provide assistance with referrals for local professionals to consult at the parent's expense.

Academic Records

The MSA counselor works cooperatively with the MSA registrar in maintaining academic records per the guidelines set by the Mississippi Department of Education and federal law. Current and former students may request transcripts with the Transcript Request Form with all information completed prior to submission to be sent to colleges, scholarship agencies, etc. by contacting either individual. Alumni are required to submit a transcript request form and pay a minimal fee to cover the costs of processing and mailing the transcript.

Parent Support

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

Technology

Technology is utilized extensively at MSA. Formal communication to students will be done via e-mail to student MSA e-mail accounts, assigned to each student upon entrance to MSA. Visits from college admissions representatives, scholarship and summer program opportunities, and college entrance test deadlines are announced electronically. Students who do not check their e-mail daily may miss important opportunities. Student and parent resources can be found on the MSA counseling website.

Location & Hours

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

HEALTH SERVICES

Nursing Care

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

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

Students should report to the nurse in the event they become ill during the school day. If a student becomes ill during the evenings or on the weekend when the nurse is off campus, the Residence Counselor will help determine student needs initially and contact the Director of Residential Life or the Assistant Dorm Supervisor. The Director of Residential Life or a designee will make every effort to contact a parent/guardian prior to medical treatment. In emergency situations an ambulance service may be called and the service of the emergency room of a local hospital utilized. Parents/guardians **MUST** sign an **MSA Health Information/Medical Treatment Form** allowing a student to receive hospital care in the case of an emergency. MSA will notify parents/guardians immediately in the event of an emergency.

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

Medical Expenses, Insurance, and Scheduling Treatment

Parents are responsible for all medical costs and will assume all financial obligations incurred by their child in health related situations. Visits to the doctor's office will be billed to the parents. MSA assumes no responsibility for student medical expenses. Parents are encouraged to provide medical insurance for their child.

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

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

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

State Children's Health Insurance Program (SCHIP)

In case of financial hardship, parents may seek state assistance for medical care for their child. The State Children's Health Insurance Program (SCHIP) is a joint federal/state program that provides health insurance coverage to low-income uninsured children. Benefits under SCHIP 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 SCHIP program are available upon request in the school nurse.

Required Medical Information

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

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

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

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

Mental Health Evaluation

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

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

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

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

If a parent does not fully disclose problems in advance that lead to significant health risks for the student or the school, the student may be dismissed until the issues are fully disclosed and the recommendations of a mental health professional are being followed. Re-admittance will be at the discretion of the administration.

Medication and General Administration Guidelines

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

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

Students must not transfer or share prescription or over-the-counter medications. Improper use of any type of medications will be treated as a disciplinary procedure Level III violation under the school alcohol and drug policy and may result in suspension, dismissal, or expulsion. Students may **NOT** have schedule over-the-counter medications in their possession at any time. Caffeine pills are not permitted for student consumption. The nurse or a designee must administer all prescription or schedule medications. **Any over-**

the-counter cold or cough medications containing dextromethorphan (e.g., Coricidin, Robitussin) are forbidden on campus and may be taken only with doctor's orders to be administered by the nurse or designated MSA staff member. All medications must be kept in the proper, original, container with clear directions and a label in evidence for proper storage.

A recent national drug use survey indicates a sharp rise in the use of prescription drugs for non-medical reasons among persons between the ages of 12 and 25. In addition, over-the-counter (OTC) drugs are frequently abused including such things as aspirin and other common analgesic, anti-inflammatory, and fever-reducing compounds; cough syrups; antihistamines; sleep aids; herbal preparations and supplements; as well as other legally obtained medications. **Therefore, all prescription and over-the-counter cold medications must be registered with the nurse with permission given by the parent and a list of all items that the student will maintain ownership of while on campus. No new medications can be added without updating the nurse. MSA requires that the school nurse or MSA designee administer any controlled substance prescription medications. Students may store OTC medications with the exception of cold medicines, including birth control medications in their dorm rooms. Failure to follow policies will result in a Level III disciplinary infraction that may include suspension, dismissal, or expulsion.**

In compliance with § 41-79-31 of the Mississippi Code, asthma inhalers are also permitted to remain with the student in their rooms. The school district shall permit the self-administration of asthma medications by a student if the student's parent or guardian:

1. Provides written authorization for self-administration to the school; and
2. Provides a written statement from the student's health care practitioner that the student has asthma and has been instructed in self-administration of asthma medications. The statement shall also contain the following information:
 - a. The name and purpose of the medications;
 - b. The prescribed dosage;
 - c. The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered; and
 - d. The length of time for which the medications are prescribed.
3. The documentation required above shall be kept on file in the office of the school nurse or school administrator.
4. The school shall inform the parent or guardian of the student that the school and its employees and agents shall incur no liability as a result of any injury sustained by the student from the self-administration of asthma medications.
5. The parent or guardian of the student shall sign a statement acknowledging that the school shall incur no liability and the parent or guardian shall indemnify and hold harmless the school and its employees against any claims relating to the self-administration of asthma medications.
6. The permission for self-administration of medications shall be effective for the school year in which it is granted and shall be renewed each following school year upon fulfilling the requirements of the sections above.

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

Students will report to the nurse or her designated representative at the predetermined time for administration of all other medications—prescription and prohibited over-the-counter medications.

When a doctor prescribes medication for a student illness, the nurse must be notified immediately and all forms completed and turned in to MSA. The nurse will follow up or oversee the administration of any controlled substance (scheduled drugs 1-5), non-psychotic or other prohibited medications. **Failure to comply with the doctor or nurse's directions will result in a disciplinary procedure at a Level III violation.**

Prescription Medication

All prescription medications, except birth control pills and asthma medications as described above, are to be registered with the school nurse and will be kept in the nurse's station administered by MSA personnel unless otherwise approved. All prescription medications must be accompanied by a completed MSA Prescription Medication form which will be kept on file in the nurse's station. Regardless of parent or physician statements, no prescription medications may be taken to a student's room and/or self administered unless approved by the Executive Director or school nurse. It is the students' responsibility to go to the nurse's station 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 take medication on a daily basis or as prescribed. Repeated failure to take prescription medications could result in disciplinary actions.

All prescription medications must be in an appropriate container labeled with the drug name, dosage, frequency of administration, date of issue, and prescribing physician (an accompanied by the MSA Prescription Medication Form, which is kept on file in the nurse's station).

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

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

Excused Absence from Class for Health Reasons

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

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

Communicable Diseases

MSA will comply with all federal and state laws pertaining to the management of communicable diseases. The school will also follow the directives of an attending physician to determine risk factors on a case-by-

case basis. Every reasonable precaution will be taken to minimize risks to other students and school personnel. Faculty and staff will not discriminate against students with health conditions and will promote sensitivity, confidentiality, and fair and reasonable accommodations.

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

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

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

Wellness

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

Substance Abuse Policies

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

MSA will actively provide substance abuse prevention activities and educational programs throughout the school year. MSA promotes a healthy life style; and monitoring of campus attitudes will be initiated. Consequences for substance abuse are outlined in the discipline section of this handbook.

VISITATION

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

Access to the School Campus During the School Day

Visitation By General Public

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

MSA does not permit unauthorized persons in school buildings or on school grounds. Faculty, staff, and administration are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on campus grounds. Such persons can be prosecuted to the full extent of the law.

Alumni are not permitted to check students out of the school unless they are family.

Persons wishing to visit the school without prior arrangements must report to the Security Office in the Student Life Center, present and leave a valid picture identification card. The Security Office will notify the school administration office where arrangements for the visit will be finalized. Solicitations of teachers or pupils by agents or salespersons will not be allowed.

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

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

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

Visitors to the Student Life Center

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

completing the check-in process and should be returned to the Security Office when visitors sign out.

Visitor Permission Forms

Only those persons listed by parents on the **Visitor Permission Form** are authorized to visit students. Those listed must check in with the on-duty staff in the residence hall office upon arrival in the building. Visitors must furnish photo identification for verification. Any person not listed by parents will not be allowed to visit. At anytime during the school year, parents may modify listings on the Visitor Permission Form by sending changes to the Director of Residential Life. Modifications may be made in writing via US mail, e-mail, or facsimile and received 24 hours in advance. Student hosts must ensure that visitors register and remain in their company at all times.

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

Overnight Visitation

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

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

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

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

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

SLC Fax Number: 601-823-1546

SLC E-Mail: msaresidential@mde.k12.ms.us

Alumni Visitation Policy

MSA alumni are welcome to visit the school. Campus visits should be scheduled at least 24 hours in advance. Alumni must follow the check in procedures required of all other visitors. To prevent interruptions during instructional class periods, graduates must make appointments in order to visit with faculty and staff during regular school hours. Alumni may visit in the Student Life Center, but overnight visits are prohibited and meals may be purchased for a nominal cost. Decisions about whether or not specific alumni may visit are left to the professional discretion of the administration. Alumni are not allowed to check students out of school/dormitory unless they are family members with proper permissions.

SCHOOL SAFETY AND TRANSPORTATION

Safety and Security

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

The following are general safety precautions:

- Observe Student Code of Conduct, and
- Adhere to all MSA policies and procedures.

Student Life Center (SLC)

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

1. Keep dormitory suite doors locked at all times.
2. Keep room keys and identification badges with you at all times;
3. Refrain from leaving large sums of money in their rooms or having on campus; do not leave loose change or paper money lying on desks or bureau surfaces;
4. Identify personal belongings, including clothing;
5. Protect room keys and do not lend them to anyone;
6. Lock valuable items in wardrobes or in a locked suitcase or other secure storage;
7. Unplug and store electrical appliances properly after use (e.g., hair dryers, curling irons, irons);
8. Memorize emergency evacuation routes and participate in practice drills;
9. Help secure the Student Life Center by keeping doors closed and locked;
10. Store bicycles in designated areas and secure them with chains and locks;
11. Lock vehicles left in the parking lot and make certain all valuables are out of sight in the trunk;
12. Never allow someone else to use your badge to access the building; and
13. Never open the door for someone they don't know.

On Campus

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

Off Campus

To ensure safety while off campus, students should:

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

Identification Badges

Since the property of the Mississippi School of the Arts campus is open to access from all directions and incidents of school violence have increased across the nation, the following policies and procedures will govern the use of identification badges. The security system requires that **all persons on campus must wear/carry an official identification card or visitor's badge issued by the school at all times**. This policy applies to all staff and students—full-time and part-time—as well as visitors to the campus.

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

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

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

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

MSA Safety/Crisis Management Plan and MSA Safety Manual

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

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

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

Transportation

Student Transportation To and From School

Students who drive their own cars, parents, or other authorized individuals(s) must transport residential students to and from campus. On weekends and holidays, students should make arrangements to leave campus in advance of the day of departure. Specific times will be set for students to depart from campus. All students must go home during the weekends and holidays designated in the MSA calendar.

Vehicles on Campus

Transportation is vital to the operations of the Mississippi School of the Arts. However, when a student brings a vehicle to campus, all policies and procedures related to the use of private vehicles must be followed. This section of the student handbook provides guidelines to help insure student safety. Students must understand that bringing a vehicle to campus is a serious responsibility—a privilege—not a right. In relation to the mission of the school, the primary purpose for bringing a vehicle to campus is to facilitate student travel to and from home, not for recreational purposes.

The Mississippi School of the Arts recognizes that there may be occasions when all students need transportation. To manage these activities, MSA uses the **Vehicle Permission Form**. This form shall be completed for all students regardless of whether or not they anticipate bringing a car to campus. The Vehicle Permission Form enables parents to determine their child's limits in relation to transportation. The school reserves the final authority to restrict, or deny use of student vehicles. Motorbikes are prohibited.

Vehicle Registration

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

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

In addition to the above documentation, MSA staff shall verify current license plate and inspection sticker. A MSA parking permit shall be issued at the time of registration and must be displayed on the rear view mirror of the vehicle. If a student brings a different car to campus at any time during the school year, all registration requirements must be followed. All students who register vehicles must pay a registration fee.

Students must park their vehicles at their own risk in designated areas. **Parent(s) or legal guardian(s) of MSA students assume full legal and financial responsibility in matters related to their vehicles. Risks involved are those of the owner and operator, MSA assumes no liability in relation to student vehicles.**

Vehicle Use during the School Week

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

Vehicle Use during the Weekend

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

Restrictions

Failure to register or update vehicle registration shall be considered a violation of policy and may result in vehicle privileges being revoked. Registration must be completed as soon as the vehicle is driven on campus. This handbook does not list all conditions that constitute policy violation. MSA staff may determine what constitutes a violation as situations arise. Students assume obligations for absolute, accurate, and timely communication of information pertaining to the use of personal vehicles.

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

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

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

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

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

After students have had sufficient time to unload and check into the Student Life Center, they must not return to a parked vehicle for any reason without special permission. Students, or their guests, may not drive a vehicle belonging to someone else. When students check into the Student Life Center, they must turn in their car keys. Any extra keys must be filed with the Security Office staff for safekeeping.

Commuter Students

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

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

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

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

Students may only be considered for commuting if they reside within 25 miles of the MSA campus and have permission from their parent/guardian.

Transportation to Brookhaven High School

MSA transports students to Brookhaven High School for non-arts courses via Brookhaven School District buses. Students are responsible for meeting bus schedules when departing from MSA or BHS.

Students who miss the bus to Brookhaven High School must see the Principal immediately in order for transportation to be arranged. Students who are late to BHS classes will serve detention.

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

Student Conduct on Buses

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

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

5. All Brookhaven School District policies will be upheld when using their buses and are included in the BHS Handbook on their website.

Transportation Safety Procedures

To ensure safety during transportation, students shall:

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

Cell Phones and Other Personal Communication Devices

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

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

Failure to follow the guidelines above will result in the following consequences:

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

Personal Communication Device Policy

The Mississippi School of the Arts permits the possession of personal communication/electronic devices (including phones, MP3/iPod, tablets, etc.) on the school campus at the Executive Director's discretion. The use of these devices is permitted before and after the official school day. All devices must be out of sight

and turned off during the official school day, unless specifically instructed by the academic teacher to use for instructional purposes only. These devices must also be turned off while in special activities, assemblies or events and anytime requested by an MSA staff member. Students who violate this policy and the associated regulations shall be deemed to have created a disruption and are subject to appropriate disciplinary action. No student shall photograph, videotape, record or reproduce, via any audio or video means, another student or staff member while on school premises without the expressed prior permission of administration.

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

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

MSA computers or other equipment must not at any time under any circumstance be connected to a personal hotspot hosted by a personal communication device. Personal electronic devices may not be connected in any capacity to MSA equipment.

MSA does not accept responsibility for lost, stolen, broken, or misplaced electronic devices; and the district will not be held responsible for any fees associated with the use of electronic devices or data use. In addition, student is solely responsible for the security of their personal electronic devices. MSA does not assume responsibility for any unauthorized use of any device. MSA must honor the Brookhaven School District disciplinary action as related to personal communication devices for any of its students attending Brookhaven High School. Disciplinary action carries a first offense of confiscation, second offense of suspension and loss of phone for the remainder of the school year, and third offense as possible alternative school recommendation (Brookhaven School District Secondary Parent/Student Handbook).

Unauthorized use of an electronic device during the school day shall subject a student to disciplinary action from the school administration. Possession of any personal electronic device is strictly prohibited in any room during state testing. Violation of this policy during state mandated testing shall invalidate the students' tests during the test administration. Therefore, on testing dates all cell phones for students and any staff administering tests will be taken.

It shall be the responsibility of all members of the Mississippi School of the Arts staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, CIPA, COPPA, the Neighborhood, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Executive Director, Senior Systems Administrator, or designated representatives.

Standard Telephone and Internet Access In Dorm Rooms

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

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

Portable Listening Devices

Recent studies report hearing loss due to high decibel sound and the extended length of time adolescents spend listening to iPods and other portable music players. Use of iPods in the workplace (school) results in loss of productivity and isolation of an individual from others around them. Audiologists at the University of North Carolina advise "families that if the device is turned up so loud that someone has to shout over it to be heard, it's loud enough to damage hearing on a long-term basis."

In keeping with an ongoing commitment to overall student wellness and healthy lifestyles, the Mississippi School of the Arts instituted the following policy.

1. All MSA employees will take measures to educate students about unhealthy actions that threaten long-term hearing and put the ear at risk.
2. ***All portable music listening devices (including smart phones) are banned from use in all common and instructional areas of the campus during the school day (7:00 a.m. until 5:00 p.m.), unless special permission is given by teachers outside of lecture during class.***
3. Students shall leave such devices in their dorm rooms until after dinner.
4. Music in the classroom is allowed by means of radio or CD players as long as the volume is kept low. Students can share appropriate music selections and learn about diverse types of music. Opportunities for cross-disciplinary learning abound when music is used appropriately in classrooms.

TECHNOLOGY POLICY

Mississippi School of the Arts

Introduction

It is the policy of The Mississippi School of the Arts to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the **Mississippi School of the Arts** online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the **Mississippi School of the Arts**' staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives. The **Mississippi School of the Arts** or designated representatives will provide age-appropriate training for students who use the **Mississippi School of the Arts** Internet facilities. The training provided will be designed to promote the **Mississippi School of the Arts**' commitment to:

- I. The standards and acceptable use of Internet services as set forth in **Mississippi School of the Arts**' Internet Acceptable Use Policy;
- II. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - c. cyber bullying awareness and response.
- III. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood

it, and will follow the provisions of the District's acceptable use policies.

Adoption

This Internet Safety Policy was adopted by the Board of the **Mississippi School of the Arts** at a public meeting, following normal public notice, in July 2012.

Network and Computer Usage on Campus

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

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

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

Technology changes rapidly, as do the ways in which users are able to use and perhaps abuse the school computer system. The Mississippi School of the Arts must ensure that its computer resources are used properly and within established guidelines. In pursuit of that goal, the school reserves the right to monitor the system for signs of illegal or unauthorized activity. Even though the MSA Appropriate Use Policy may not expressly prohibit a particular activity, such behavior may not be permissible. The Technology Coordinator may delete files deemed necessary. For questions related to appropriate use, contact the Technology Coordinator.

Student Responsibilities

As MSANet account holders, students should:

1. Be owners of their data;
2. Provide a personal USB flash memory device for school use in storing personal files and moving them from one computer to another. Other marketing terms used for these devices are "thumb drive" or "jump drive;"
3. Be responsible for ensuring that their data is adequately backed up and protected against unauthorized access;
4. Keep their account passwords confidential (Level III Violation);
5. Remember passwords and refrain from writing them down;
6. Notify the Office of Technology to change their personal password when they suspect it has been compromised;
7. Avoid using passwords that could be guessed easily, such as their own names or those of parents or friends;
8. Deny access to their accounts by others for any reason (Level II Violation);
9. Log out of their accounts when they are not present at the computer and actively using the system (Level II Violation);
10. Perform maintenance on their accounts periodically by deleting old files;
11. Refrain from using resources to access, download, upload, create, reproduce, and/or distribute files containing vulgar language and/or obscene materials (Level III Violation);

12. Assure the legal and ethical use of the school computers and user accounts;
13. Refrain from using the school's computer systems for personal financial gain (Level II Violation); and
14. Report suspected violations of these guidelines to the Technology Coordinator.
15. **Remember**, no information stored, produced, or transmitted in any way on devices that contact the MSANet or DormNet networks is to be considered confidential or private in any way. **ALL** information is subject to monitoring and examination for appropriate content at any time. This **INCLUDES** personally owned disks or devices used in conjunction with the MSANet or DormNet networks. Any such item must be surrendered on demand to any school official that requests it for examination. This specifically includes the personal flash drives required by each student.
16. Remain in good standing as a student at the Mississippi School of the Arts. When students are suspended, or otherwise no longer in regular routine attendance, permission to use school resources may be removed, and access to the school and its systems may be denied until the student returns to school in good standing. Students who are dismissed or expelled automatically forfeit all access to school technological resources.

Unauthorized Access to Files and Directories

As MSANet account holders, students must not:

1. Engage in any activity that is intended to circumvent computer security controls (Level III Violation);
2. Attempt to crack passwords, discover unprotected files, or decode encrypted files (Level III Violation);
3. Create, modify, or execute programs designed to surreptitiously penetrate or hack computer systems (Level III Violation); and
4. Access the accounts of others with the intent to read, browse, modify, copy, or delete files and directories (Level III Violation).

Unauthorized Use of Software

As MSANet account holders, students must not:

1. Violate copyright laws (Level III Violation).
2. Download, possess, or use software (executables) designed to destroy data, provide unauthorized access to computer systems, or disrupt computing processes, in any way (Level III Violation).
3. Use viruses, worms, Trojan horses, or any other invasive software; such activity is expressly forbidden (Level III Violation).
4. Load, or attempt to load, any software on any school owned computer without the approval of the Office of Technology (Level III Violation).

Electronic Mail (e-mail)

As MSANet account holders, students must:

1. Recognize that MSANet is provided for educational purposes and as a means to widen the communication channels between students, parents, faculty, staff and administration.
2. Use the MSANet provided e-mail account as the primary means of e-mail to communicate with faculty, staff, and administration (Level I Violation);
3. Refrain from using the MSANet e-mail account for non-school related activities;
4. Consider all MSANet account names, whether your own or another account holder's, to be confidential information, and therefore refrain from divulging them to anyone for any purpose other than school related activities;
5. Understand that no means are provided for private e-mail, whether an MSANet account or any from an outside service provider;

6. Be aware that MSA administration has authorization to monitor and/or read both incoming and outgoing e-mail;
7. Understand that use of MSANet resources forfeits all claims to individual privacy;
8. Refrain from transmitting or forwarding fraudulent, harassing, or obscene messages and files (Level II Violation);
9. Refrain from transmitting or forwarding jokes, chain letters, advertisements, mass mail, or SPAM to school mail systems or accounts of individual users without authorization (Level II Violation); and
10. Abstain from harassment via MSA computer systems including the use of insulting, sexist, racist, obscene, or suggestive e-mail (Level III Violation).

Network, Website, and Communication Systems

As MSANet account holders, students must not:

1. Attempt to gain unauthorized access to either MSA computers or to remote computers since such attempts are illegal under criminal law and subject to prosecution (Level III Violation);
2. House personal websites on the MSA computer system without specific permission from the Technology Coordinator (Level III Violation);
3. Attempt to degrade the performance of the MSA computer system or subvert it in any way (Level III Violation);
4. Crash the system deliberately (Level III Violation);
5. Play computer games or engage in recreational computing on any computer owned by MSA during school hours or study hours. Students must limit playing games or recreational computing to their own personal computers in the Student Life Center dorm rooms during non-business hours or on weekends (Level III Violation).

Waste and Abuse of MSANet Resources

As MSANet account holders, students must:

1. Avoid activities around workstations that may result in damage to the computer, printer, software, or information (Level II Violation);
2. Refrain from eating and/or drinking at computer workstations (Level I Violation);
3. Conserve and protect the resources of MSA computer systems by refraining from using or wasting valuable, limited resources (Level II Violation);
4. Students should be considerate of fellow users, avoid monopolizing computer systems, connect time, and other computer resources (Level I Violation);
5. Network printers are placed at various locations for educational use. These printers should be used responsibly to prevent waste and abuse (Level II Violation);
6. Schedule large downloads (streaming audio/video/entertainment) during hours set by the Technology Coordinator—after 5:00 p.m. and before 8:00 a.m. (Level II Violation);

MSANet Hardware

As MSANet account holders, students must not:

1. Relocate computer hardware, peripherals, or cables from their current locations without specific authorization from the Technology Coordinator (Level III Violation);
2. Attempt to service or modify any hardware without written authorization from the Technology Coordinator (Level III Violation).

Personal Computers and Peripheral Devices

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

If a student has a special school project that requires connection of non-MSA equipment or devices to the school network, the technology coordinator will provide assistance on an individual basis. A student who needs such accommodations should meet with the technology coordinator well in advance of deadlines to

seek permission and make arrangements for connection. The technology coordinator has the final authority to decide permissions on a case-by-case basis and set specifications and timelines for network access.

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

1. Provide the computer and all necessary accessories to allow it to function (See below for limitation of configuration and types of items allowed.);
2. Understand that the resources of the MSA technology staff are for official school purposes only and cannot install or repair equipment, hardware, or software on student computers;
3. Understand that it is a privilege NOT a right for a student to have a personal computer on the MSA campus;
4. Recognize that violations of MSANet policy may result in personal computers being sent home, loss of some or all computer privileges, and/or other disciplinary actions;
5. Complete MSANet and/or DormNet registration forms and pay any applicable fees before a computer is set up in the residence hall (Level III Violation);
6. Ensure that real time antivirus software is installed, active, and kept up to date on all machines (Level III Violation);
7. Agree that MSA reserves the right to modify to system configuration to insure compatibility with network systems;
8. Agree to keep the operating system of the computer up to date by automatically applying all manufacturer's security updates as they are released (Level II Violation);
9. Restrict personal equipment to one (1) computer unit: 1 CPU, 1 monitor, 1 printer, 1 keyboard, 1 mouse, 1 scanner, and 1 set of speakers (Level I Violation);
10. Seek permission from the Technology Coordinator before connecting any computer equipment to any location on either DormNet or MSANet, or before moving anything to a different location (Level I Violation);

DormNet—Dorm Room Internet Access

MSA provides free Internet access for educational purposes in academic areas throughout the campus, including the library that is located in Student Life Center.

Parents and students must agree to the following stipulations:

1. DormNet is a separate network from the MSANet school system. **It does have basic content filtering, and is monitored periodically to ensure compliance with school policy.** The same rules for student usage and conduct apply to this service as do the MSANet network.
2. **MSA strongly advises that parents purchase and install a content filter similar to NetNanny or CyberSitter to help prevent access to inappropriate content. It is the sole responsibility of parents to ensure that their child does not use a personal computer to access inappropriate content.** Parents and students must comply with school policy, local, state, and federal laws.
3. **Parents and students must handle all aspects of installation and operation of a personal computer and connection to DormNet.** No technical support for DormNet will be provided other than instructions on how to connect.
4. In order for a student to borrow or use another student's computer, both sets of parents must agree to allow the usage in writing, and have the permissions recorded on file in the Office of Technology prior to sharing the unit or service. However, the owner of the computer will be held liable for all activity that occurs on that device.
5. The rules and policies for use of DormNet are the sole discretion of the MSA administration, and are subject to change at any time.
6. Participation in DormNet is an optional privilege that may be revoked by MSA at any time for due cause. Fees will not be refunded.

Facebook and You Tube Usage policy

The Mississippi School of the Arts (MSA) will utilize Facebook as the means for social networking among its students, parents, alumni, and prospective students.

Social Media, and You Tube Access via DormNet

1. Misuse of Social Media or You Tube, accessed through DormNet will result in termination of DormNet services privileges.
2. Misuse of Social Media or You Tube is classified as: anything unlawful, discriminatory, infringement of copyright or others work, attempts to or acts of bullying, harassment, intimidation, threatening content, pornography, malicious/defamation/libel/slanderous content about MSA or others, and violence.

MSANet Policy Enforcement

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

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

ELECTRONIC COMMUNICATIONS POLICY

REGARDING APPROPRIATE, ACCEPTABLE USE OF INFORMATION

TECHNOLOGY FACILITIES AND RESOURCES

Purpose

The Mississippi School of the Arts (MSA) is dedicated to providing the best learning environment to the students and staff of the School as well as being a responsible steward of all resources provided to the school by its various donors and sponsors. MSA is committed to ensuring that the information systems resources of the State and MSA are used appropriately for the purposes they are intended.

In order to give our talented students, staff, and volunteer workforce members the best tools to do their jobs, MSA continues to adopt and make use of new means of communications and information exchange. This means that many of our shareholders have access to one or more forms of electronic media and services, such as computers, e-mail, telephones, voice mail, fax machines, the Internet, the MSA local area network (MSANet LAN), and the MSA dormitory network (DormNet).

MSA encourages the use of these media services because they can make communication more efficient and because they are a valuable source of information. However, all employees, students, contractors, volunteers, or anyone connected to the organization should remember that electronic media and services provided by the agency are state property and their purpose is to facilitate and support school business.

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

DormNet is subject to the same acceptable use policies; however, since students pay for DormNet, they may use the service for recreational purposes.

The user should be aware that any communications, or use of the MSA information systems resources, are not to be considered private or confidential and can be monitored at any time. All users are hereby notified that system security features allow any messages or usage to be monitored and archived regardless of passwords and message deletions, and that computer use is subject to monitoring at any time. Access can be traced back to the individual.

This policy is subject to revision. MSA will prominently post revisions, but it is the user's responsibility to ensure that use of the MSA computing and communication resources conforms to current policy.

Hardware

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

Software

1. Software owned or licensed by MSA may not be copied to alternate media, distributed by e-mail, transmitted electronically, or used in its original form on other than MSA computers without express prior written permission from the MSAOT Staff. Users will adhere to all applicable licensing agreements and copyright provisions.
2. Software licensed to MSA is to be used for its intended purpose according to the license agreement. Users are responsible for using software in a manner consistent with the licensing agreements of the manufacturer. License agreements are to be maintained by the MSAOT staff, or the machine's official substitute designee. Copies of all license agreements are to be kept on file in the MSA Technology office regardless of official supervisory authority.
3. Without prior written approval, software, including but not limited to Internet downloads, utilities, add-ons, programs (including shareware, freeware and Internet access software), patches, or upgrades, shall not be installed on any school owned equipment by anyone other than a representative of the MSAOT.
4. There are to be no games on any MSA computers or servers at any time for any reason.
5. All software obtained for use on MSA equipment must be approved in writing by the MSAOT staff prior to acquisition. Any software obtained for systems that have a substitute supervisory designee must have a copy kept on file in the MSAOT Department along with the proof of the licensing certification.
6. Standard software is to be used for all internal functions. When required, approved non-standard software is to be used only to interface with customer/vendor organizations and other governmental agencies. Any non-standard software needed to perform a specific job function should be approved by the MSAOT.

Practices

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

Prohibited Communications

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

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

Furthermore, users are prohibited from:

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

Note: MSA reserves the right to review any files or communications sent, stored or received on its computer systems, or via its networks.

Personal Use

Electronic media and services are provided by MSA primarily for user's school business use. Following the above policy, limited, occasional, or incidental use of electronic media for personal, non-business purposes is understandable and acceptable; however, it cannot interfere with normal work. Users are expected to demonstrate a sense of responsibility and not to abuse this privilege.

This allowance of non-business use is in no way to be construed as granting any rights of privacy or confidentiality. All communications are considered to be the property of the Mississippi School of the Arts and are subject to monitoring and search for policy compliance.

Personal Equipment

Personally owned electronic equipment may not be brought onto the MSA campus and used in conjunction with School owned systems.

Policy Violations

Users who abuse the privilege of school-facilitated access to electronic media or services are subject to corrective action and risk having the privilege removed for themselves and possibly others.

Depending upon the severity of the specific offense(s), any user who violates this policy is subject to disciplinary action up to and including termination of employment, or expulsion from school.

This policy in its entirety applies to both MSANet and the dormitory in room DORMNet.

Student Acceptable Use Contract

After reading the Terms and Conditions of the Mississippi School of the Arts Acceptable Use Policy, you submit by signing the Handbook agreement policy, students accept the Terms and Conditions of the Acceptable Use Policy. The signature of a parent or guardian is required for all students including those who are eighteen or older. Please return the contract to the designated MSA staff member. Any student who does not return a signed Handbook agreement contract will be prohibited from the use of computer equipment and access to the Internet at the Mississippi School of the Arts.

Parent/Guardian Acceptable Use Contract

A parent or guardian must read and sign the Handbook Agreement Contract. Parental signature is also required for students who are eighteen or older.

By signing the Handbook Agreement contract, the parent or guardians agree they have read the Mississippi School of the Arts (“MSA”) Acceptable Use Policy and understand Terms and Conditions of the policy that students are to follow while using the Internet at school. This access is designed for educational purposes only. Parents must discuss the proper use of the Internet at school with their child. Enrollment at MSA provides consent to the monitoring of each child’s use of the computer, including computer files, and Internet activities at MSA at any time.

If students violate any of the terms and conditions of the policy, he/she will be punished based on the type of violation made. Should a student commit any violation of the MSA 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. MSA will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through a student’s Internet account.

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

DISCIPLINE

Mississippi State Laws

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

Mississippi Code §37-3-51	Notification of the Department of Education of conviction of certified 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 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 check 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 for damages
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
Mississippi Code §37-11-35	Penalties for failure to file reports pursuant to MS 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 board of trustees
Mississippi Code §37-11-49	Wearing of approved eye protective devices required during participation in certain vocational, industrial arts, and chemical-physical courses of instruction
Mississippi Code §37-11-53	Distribution of school district's discipline plan; content of plan; discipline conference; fines and penalties; recovery of damages
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 §37-11-91	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
MS 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, drugs, or controlled substances
Mississippi Code §67-1-5	Alcoholic beverages, definitions
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 or 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 by a student; aiding or encouraging
MS Code §97-44-1 et. seq.	Mississippi Streetgang Act
U.S. Constitution, Art. 23, §158	National minimum drinking age

Philosophy

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

Standards of discipline have been established to provide clear expectations. Both parents and students should spend time familiarizing themselves with these policies. Parents can support the school by holding their children accountable for their actions and not seeking exceptions to policies. Parents are urged to

work cooperatively with the academic and residence life staff in maintaining established behavioral standards. MSA will consistently determine consequences for inappropriate behavior.

While sharing responsibility for ensuring a safe living and learning environment, students at MSA must practice self-discipline. MSA staff will assist students in managing their behaviors through education about policies, confronting those in violation, and issuing consequences. MSA encourages and promotes positive behavior and will ensure due process for all students. If students make decisions or choices that do not follow the policies and standards of MSA, they will be held accountable for their actions. The faculty and staff will handle minor violations. However, serious incidents may be referred directly to the administration. A student who is in the presence of a peer breaking MSA policy is “knowingly present” and thus equally responsible for reporting the violation.

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

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

The MSA administration, faculty, and staff are vested with the authority to determine appropriate disciplinary actions for each violation. An ongoing goal is to administer discipline with fairness, impartiality, and justness. MSA will judge students as individuals; considerations may include student attitudes and past disciplinary histories. Creating an all-inclusive list of actions resulting in the disciplinary sanctions is impossible. The charts at the end of this chapter shall serve as a guide.

Disciplinary Action Policy

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

The Superintendent, principal, or any school administrator is authorized to contact law enforcement officials and/or to take appropriate disciplinary action, including immediate expulsion, consideration for suspension, detention, Saturday School, dorm restriction, or campus restriction against any student for misconduct, including but not limited to the infractions listed in the Violations and Consequences Charts (Levels I-III) at the end of this section.

Student Code of Conduct

The Mississippi School of the Arts selects students with various backgrounds, experiences, and educational expectations. In a community of diverse learners, standards of behavior ensure that all students live in a safe environment conducive to learning and free from disruptions that impede the freedom to develop and grow as artists and productive individuals in society. All students shall conduct themselves in a positive manner, attend classes and complete assignments on time, abide by the Student Code of Conduct, and respect the rights and freedoms of others. MSA students shall demonstrate honesty, integrity, and respect in all school-related and sponsored activities, whether on or off the campus.

The MSA Student Code of Conduct provides guidelines for students to utilize when interacting with others and making daily life decisions that occur as part of a residential setting. Rather than hindering artistic expression, the Student Code of Conduct, Values of Academic Integrity, and the Student Honor Code provide students, parents, faculty, and staff with a definition of appropriate conduct. As stated in the Mission of MSA, students will develop and grow in an environment that promotes honor, integrity, service, and life-long learning.

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

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

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

Violations of Academic Integrity

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

Definitions of Violations of Academic Integrity

1. Cheating:

- Receiving unauthorized help from or giving help to another student during an in-class or take-home exam; ¹
- Using unauthorized notes, study aids, calculators, or information on an examination; ²
- Altering a graded work after it has been returned, then submitting the work for re-grading; ²
- Looking at another student's test, answer sheet, or other materials;
- Talking during a test. The teacher cannot be expected to determine the content of a private conversation between students, therefore, all talking during tests is considered cheating;
- Receiving unauthorized help from or giving help to another student during an in-class or take-home exam; ¹
- Programming a calculator or PDA for use in accessing answers; ³
- Failing to follow prescribed security protocols for completing an exam for a virtual course (e.g., MS Virtual High School, Keystone National High School) or an Independent Study (correspondence) course.
- Obtaining course assignment or examination answers in a manner or from sources not authorized by the instructor (includes but is not limited to inappropriate use of the Internet); ¹
- Allowing another person to do one's work and submitting that work under one's own name; ²
- Acting contrary to the teacher's instructions regarding collaboration; or ³
- Using the internet to search for answers for tests or homework assignments in an online class without direct instruction to do so.
- Submitting identical or similar papers for credit in more than one course without prior permission from the course instructors. ²

2. Plagiarism:

- Using a commercially prepared paper or research project.
- Submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source; ²
- Making it appear in one's writing as if another's writing, including text, stories or narratives, thoughts, or discovered facts are one's own; ³
- Representing the artistic creation, graphic, or tabular presentation of others as one's own. ³
- Copying words, concepts, ideas, or images from any source and submitting the material as one's own without acknowledging the source by the use of footnotes, quotation marks, or both; or ¹
- Citation of sources not actually used in preparation of an assignment. ¹

3. Fabrication:

- Falsifying or inventing any information, data or citation; ²
- Presenting data or information that was not gathered in accordance with guidelines given by the instructor; ²
- Failing to include an accurate account of the method by which the data were gathered or collected; ²

4. Obtaining an Unfair Advantage:

- Stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; ²
- Obtaining a copy of tests or scoring devices.
- Knowingly giving false information to a member of the faculty to request an alternative date or time for an examination or assignment; ¹
- Reading [or accessing the help] of other sources in place of assigned work (e.g., English version of German poem, using on-line translators); ³

- Stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use;²
- Unauthorized collaboration on an academic assignment;²
- Retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination;²
- Intentionally obstructing or interfering with another student's academic work,²
- Appropriating or copying an artistic image or sound and submitting it for credit as one's own original designs, or
- Otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.²

5. **Aiding and Abetting Academic Dishonesty:**

- Failure to report violations of academic integrity;
- Revealing information to another student about an examination or assignment that has not been returned to students by the instructor or has not been authorized by the instructor;¹
- Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above;²
- Providing false information in connection with any inquiry regarding academic integrity; or²
- Falsifying evidence, or intimidating or influencing someone in connection with an honor violation investigation.

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

- Altering documents affecting academic or residential life records;²
- Forging signatures of authorization or falsifying information on an official document, grade report, letter of permission, petition, drop/add form, ID card, or any other official school document.²
- Knowingly giving false information to another academic institution or a prospective employer about academic performance.¹

7. **Unauthorized Access** to computerized academic or administrative records or systems:

- Unauthorized use of a computer file, program, user name, user ID or user password;¹
- Viewing or altering computer records;²
- Modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or²
- Interfering with the use or availability of computer systems or information.²

NOTE: The above sample examples, definitions, and infractions were quoted and/or adapted from the following handbook resources:

¹ [The University of Southern Mississippi College of Business Handbook.](#)

² [The Northwestern University Undergraduate Academic Conduct Committee Violations Definitions.](#)

³ [The Illinois Mathematics and Science Academy Handbook.](#)

Public Display of Affection (PDA)

Public displays of affection, beyond a brief friendly hug, a quick kiss on the cheek, arm loosely around shoulder or waist, or holding hands, are considered a breach of MSA expectations and are subject to disciplinary procedures. Listing every behavior that constitutes PDA is impossible. Students must use caution and common sense in relation to appropriate behavior. Not being in a “dating” relationship or being of the same gender does not alter the PDA restrictions.

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

tolerated and will result in disciplinary action. A popular motto might serve as a general guideline: “If it’s going to be seen, keep it clean.”

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

Gang Activity

The Mississippi School of the Arts is committed to maintaining a safe school environment for its students and staff. Students are expected to adhere to the MSA standards of conduct that promote well-being and support the learning process. Gang activity will not be tolerated in any form. Where gang activity is suspected or confirmed a complaint will be filed in accordance with the “Mississippi Streetgang Act” (Miss Code §97-44-1 et. Seq.)

Gangs or groups which initiate, advocate, or promote activities which threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. Students who wear, carry, or display gang/group paraphernalia or exhibit behavior or gestures which symbolize gang membership and/or participating in activities that intimidate or affect the attendance of another person, shall be subject to appropriate action. This behavior includes, but is not limited to, the use of hand signals, graffiti on property, clothes, person, and/or notebooks, and grooming which by virtue of its color arrangement, trademark, or symbol implies an affiliation with such a group.

Bullying

In accordance with Miss Code Ann §37-11-69, MSA recognizes “the fundamental right of every student to take reasonable actions as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing.” The purpose of this policy is to assist the Mississippi School of the Arts in preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. MSA strives to maintain a safe and civil learning environment for students to attain high academic and artistic achievement and to promote healthy human relationships. As a residential school, it is imperative to do everything possible to prevent bullying and take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented.

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

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

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

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

No employee of the Special State School shall permit, condone, or tolerate bullying. Retaliation against a

victim, good faith reporter, or a witness of bullying is prohibited. False accusations or reports of bullying are prohibited.

Reporting: Any person who believes he or she has been the victim of bullying or anyone with knowledge that a student or school employee has been subjected to bullying or harassing behavior shall report the alleged acts immediately to an appropriate school official. A student may report bullying anonymously. However, the school district's ability to take action based solely on an anonymous report may be limited. All Special State School employees shall be alert to possible situations, circumstances, or events that might include bullying.

- Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- The Special State Schools will annually provide education and information to students regarding bullying or harassing, including this policy, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

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

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

Harassment

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

Harassment is unlawful discrimination. Students must treat each other with courtesy and respect at all times. MSA prohibits all types of harassment based on, but not limited to, color, race, religion, creed, national origin, gender, age, or disability. MSA will promptly investigate all complaints of harassment—formal or informal, written or verbal—and take appropriate actions against any member of the school community found in violation of this policy.

Definitions

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

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

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

Harassment may include any form of unwelcome verbal, physical, or written conduct that offends, degrades, or belittles an individual. Such conduct includes, but is not limited to, unsolicited derogatory remarks, jokes,

demeaning comments, offensive behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting, or the display or circulation of written materials or pictures.

Sexual Harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct of a sexual nature made by any school employee or volunteer to a student or to another school employee or volunteer; a student to another student; or a student to a staff member when:

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

These stipulations apply whether the harassment is between people of the same, or of a different gender. Sexual harassment may include, but is not limited to, requests for sexual favors, unwelcome sexual advances, threats, bodily contact, or other deliberate verbal or physical conduct of a sexual nature; sexually oriented verbal teasing, abuse or harassment; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcome touching such as pinching, patting, or constant brushing against another's body; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment, status, or similar personal concerns; or filing a false complaint of sexual harassment.

Such behavior shall be strictly forbidden and will not be tolerated at any organizational level. Whether male or female, no student should endure sexual harassment. Students believing they have been sexually harassed should immediately report the incident(s) to the administration or another adult. The administration shall investigate and take appropriate corrective action.

Peer Harassment includes, but is not limited to, unwelcome attention from peers or other individuals and includes such actions as name calling, threatening gestures, unwanted physical contact, vandalism of personal property, and filing a false complaint.

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

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

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

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

Reporting Harassment

Any school employee or student, who observes, overhears, or otherwise witnesses harassment is encouraged to take appropriate action to report the incident immediately. In the event the school employee

or student is unable to personally take prompt action, they are encouraged to report the incident or complaint in writing to the Director of Residential Life, Principal, and/or the Executive Director. Any complaint of harassment filed by a student or staff member will be reported immediately to the Director of Residential Life, Principal, and/or the Executive Director.

An individual who alleges any form of harassment by a staff member, student, or other person may complain directly to a teacher, staff member, or administrator. An official complaint must be written and signed. Filing of a complaint or reporting harassment in any manner will not affect an individual's status, future employment, work assignments, or grades.

Under certain circumstances, sexual harassment behaviors (e.g., sexual touching, grabbing, pinching, being forced to kiss, being forced to commit acts against one's wishes) may constitute physical or sexual abuse. Therefore, when educators become aware of suspected abuse, they must report the incident to the Mississippi Department of Human Services. Such acts constitute violations of Mississippi criminal law resulting in law enforcement investigations and possible criminal charges.

Retaliation to Harassment

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

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

Consequences to Violation of Harassment Policies

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

Prohibited Items

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

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

Tobacco and Tobacco Products

"Teen smoking is an early warning sign for additional substance abuse problems. Youth ages 12-17 who smoke are more than 11 times as likely to use illicit drugs and 16 times as likely to drink heavily as youth who do not smoke" (www.health.org/pubs/nhsda/).

According to Mississippi Code §97-32-9, it is illegal for juveniles to purchase, possess, and consume tobacco. Policies pertaining to smoking and tobacco products at MSA are part of the **Safe and Drug Free School and Community Act (SDFSCA)** and Mississippi Code §97-32-29 prohibits tobacco use on school property; thus, the campus of MSA is a tobacco-free environment. Cigarettes, cigars, and other tobacco products (e.g., snuff, chewing tobacco, pipe tobacco) are not allowed. Smoking, possession, or use of tobacco products are prohibited by students and adults on campus and at school related activities. While under the patronage of MSA the same drug-free policies exist for all MSA administration, faculty, staff, and students. Students need not be observed smoking to be in violation; possession of tobacco or related paraphernalia constitutes a violation and will be referred to administration as a Level III violation. A student's first offense will result in the following consequences:

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

Alcohol

"Almost two-thirds of high school students who drink alcohol admit binge drinking and may be at risk of other serious health problems, says the Center for Disease Control. Teen binge drinkers are also more likely to use marijuana, cocaine, and inhalants, the study shows. Teenage drinking causes serious health problems; binge drinking can be deadly."

(<http://www.webmd.com/parenting/news/20070102/teen-binge-drinking-common-and-risky>)

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

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

Since the purchase and use of alcohol by minors is against the law, MSA considers this a very serious matter and will make every effort to educate and encourage its students to refrain from the use of harmful substances. However, if students choose to become involved in alcohol-related incidents, MSA will respond in a firm, yet fair, disciplinary manner.

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

1. An automatic ten (10) day suspension,
2. Report to the school principal or designee for further activity and assignment of an alcohol education program,
3. Return home for the first two weekends for weekend home restriction,
4. Complete two weeks campus restriction after completing the weekend home restriction, and

5. The student will be dismissed or expelled from school on a second offense.

Illegal Drugs

The administration, faculty, staff, and student body are responsible for ensuring a drug-free campus for the support of a strong academic and residential learning environment. Illegal drugs present a threat to the health and safety of all MSA members and cause serious problems for teen in social, emotional, medical and educational contexts. The **Safe and Drug Free School and Community Act (SDFSCA)** and its amendments (1989) establish programs of drug abuse, education, and prevention. MSA works within these guidelines by providing programs, services, and publications that promote the prevention of substance abuse.

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

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

Students Suspected of Substance Abuse

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

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

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

- Conference with the student(s) accused;
- Interview with witness(es) or person(s) reporting the infraction;
- Upon reasonable suspicion, a search of the dorm room(s), personal possessions, vehicle(s), or other appropriate space(s);

- If there is reason to believe student(s) have consumed illegal substances, MSA officials will ask them to be drug tested. If the student provides a written confession that verifies guilt, the test will not be conducted. If the student refuses to take the test, the administration will consider the refusal as an admission of guilt and the appropriate disciplinary action will be initiated. All drug testing will be conducted at the expense of the parents.
- Parents/guardians will be immediately contacted and disciplinary consequences invoked.

Violations of any drug or alcoholic beverage control laws may result in criminal penalties and are subject to possible civil liability. A negative result to any test does not exonerate a student, since possession, delivery, and selling illegal substances are separate issues.

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

Search and Seizure

General Searches

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

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

If the items in question are located, they will be confiscated and described in a list sent to the appropriate MSA administrators. ALL illegal contraband will be confiscated.

If school officials have reason to suspect a student may be using drugs or alcohol while on campus, the student may be asked to submit to a drug screening. Refusal to be tested shall be interpreted as an admission of guilt, and subsequent disciplinary actions will follow. MSA will notify appropriate law enforcement officials of any unlawful activity that may have occurred on educational property or during a school related activity based upon reasonable suspicion that such activity has occurred.

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

Room Searches

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

Factors Justifying a Search

According to guidelines in *Mississippi Youth Violence and School Safety Initiative*¹ provided by the

Mississippi Attorney General's Office, the following factors justify a search in an educational setting. This list is provide examples and is not intended to be exclusive.

- Observed infraction/offense in progress.
- Observed item believed to be stolen,
- Observed weapon or portion thereof,
- Observed contraband,
- Smell of burning tobacco or marijuana,
- Student appears to be under influence of alcohol/drugs,
- Student admits violation,
- Student appears to be lying,
- Student fits description of suspect of recently-reported offense,
- Student(s) flee from vicinity of recent offense,
- Student(s) flee upon approach of school official,
- Information provided by others,
- Threatening words or behavior,
- Incriminating evidence was found during a lawful consent search,
- Incriminating evidence was discovered by a teacher/administrator,
- Incriminating evidence was turned over by another student, and or
- Other suspicious conduct.¹

Other Relevant Circumstantial Factors

- Reputation of student to be searched,
- Student to be searched has history of previous similar violations,
- Student was previously disciplined for a similar offense/infraction,
- Student was already subject of investigation for similar offense/infraction,
- Report of stolen item,
- Student seen leaving area where infractions are often committed (e.g., location where students congregate to smoke),
- Student became nervous or excited when approached,
- Student refused to make eye contact with you,
- Student made a suspicious or “furtive” movement (Must describe the exact conduct and why it was suspicious),
 - Did the student deny making the suspicious movement you observed?
- Student is part of a group known to have committed similar offenses/infractions.”¹

¹ *Mississippi Youth Violence and School Safety Initiative*
<http://www.ago.state.ms.us/images/uploads/forms/SchoolSafetyInitiative.pdf>

Scent Detection Canine Searches

The use of law enforcement scent canines is a dramatic tactic designed to dramatically illustrate that neither school authorities nor law enforcement agencies will tolerate illicit drugs or other scent-detectable

contraband on campus. Scent detection canine searches may include the common areas of the Student Life Center, academic building(s), and the parking lot including the external surfaces of automobiles. When the scent detection canine alerts, further search and seizure with regards to that property or individual will be authorized by the appropriate law enforcement agency in accordance with their policies and procedures. Local law enforcement officers, with the assistance of MSA personnel, will conduct all scent detection canine searches. At all times when canines are present on the school grounds, students will be restricted to their classrooms or to locations that will not be swept to ensure that scent detection dogs will not come into direct contact with students.

Detention, Restriction, Saturday School

Detention (evening, morning, or any other specified time that may be dependent on staff availability) is a consequence for students who have repeated unexcused tardies, absences, and disciplinary infractions. Detention must be served at the time assigned even if it means that a student may miss rehearsals or other planned activities. No faculty member or other adult (without written authorization of the Principal or Executive Director) has the authority to permit students to miss detention.

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

Restrictions: Students who are habitual offenders in relation to academic or residential guidelines may be restricted to the campus or to the dorm at the discretion of the Executive Director.

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

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

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

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

1. Students must report to Saturday School with lined paper, pens and/or pencils.
2. During Saturday school, students must complete work assigned by MSA staff. Such assignments may include character education materials, campus work, or other appropriate educational work. Failure to complete assignments or poor quality of work may result in assignments in addition to work required during Saturday School sessions.
3. During Saturday School, students must remain silent and are not allowed to talk except during discussions, listen to music, sing, play instruments or computer games, surf the Internet, talk on cell phones, or interact with other students at any time. Sleeping is not allowed. *Food and/or drinks are not allowed.*
4. Students must dress according to MSA dress code requirements in the *Handbook*.

5. Saturday School must be served on the day assigned unless the Executive Director or a designee approves the change. Students must report on time or they will not be admitted. Tardies or failure to report to Saturday School will result in time being doubled and/or additional punishment.
6. Students may ask for an exception (reassignment of time) for ACT or SAT exams. Proof of testing must be provided when the request is made. The administration will consider reassignment is extenuating circumstances.

Disciplinary Probation Policies and Procedures

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

Disciplinary Management Policy

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

Suspension for Good Cause

General Suspension for Ten (10) Days or Less

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

1. MSA officials will provide the student with a notice of the charge of violation of school discipline and the evidence against him/her. The notice of the charge may be given orally. The opportunity will be given for the student to hear the charge and evidence and to offer the student an opportunity to respond. This will be the only hearing conducted.
2. If the facts indicated the student's guilt, the Executive Director or Principal will determine the appropriate term of suspension in accordance with school policy.
3. Upon notification of the suspension, the student is placed on room restriction or with MSA Security until leaving the school to begin the suspension. The suspension may begin immediately. MSA will inform the parent(s) of the suspension in person or by phone prior to the student leaving campus.
4. Within five (5) working days of the informal hearing with the student, MSA officials will send written notification to the student and parents specifying the reasons for the suspension.
5. Suspended students may not attend school-sponsored functions on or off campus during the suspension, including weekends. Such exclusions include field trips, competitions, social events, etc. Suspended students may not come on campus for visitation or to pick up another student to provide transportation.

6. Suspended students will have school technological resources (i.e., DormNet, MSANet, and identification badge entry badge) disabled until they return to campus in good standing.
7. Students suspended from school are considered unexcused and may not make up work missed while they are absent, except major grades. Teachers are not obligated to repeat classroom lectures or provide private tutoring for material missed in class.
8. Upon completion of suspension, a student returning to school must make an appointment with the school official who handled the suspension to discuss returning to school and any additional restrictions that may apply. Also, parents may be requested to consult with the MSA official.

Emergency Suspension

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

During the student's absence, a school official will complete the investigation. In such cases, the administration will complete an investigation by the end of the school day following the emergency suspension. The administration will communicate findings to the student by phone and allow the student to respond. 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 Principal may extend the suspension for a period not to exceed a maximum of ten (10) school days. A written notification of the reasons for the suspension will be sent to the student and parents within three (3) school days.

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

Offenses Leading to Suspension

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

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

Dismissal

Dismissal is an administrative removal of a student from enrollment at the Mississippi School of the Arts due to violations of school policy or probation to enroll in another school of choice. Dismissal to the home school district (or another school of choice) may be considered when students fail to make required minimum academic progress, to improve attendance, to correct behavioral problems during probation, or violate school policies including, but not limited to nonpayment of room and board by scheduled due dates.

When the Executive Director or Principal determines that a student should be considered for dismissal, the parent or guardian will be called to meet immediately with the Executive Director or Principal. This meeting

may be held by phone in extenuating circumstances. At or immediately following the conference, the Executive Director or Principal 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 removed from campus or suspended for a period of ten (10) school days or less until a final decision on dismissal is made. Within five (5) working 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 MSA.

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

If the decision of the State Superintendent or designee is to dismiss the student from MSA, the student's belongings must be removed from the campus within five (5) working days of the final decision of dismissal. A student who has been dismissed from MSA may not apply for enrollment at a later date and is prohibited from campus and may not participate in school-related functions or activities on or off campus unless permitted by the Executive Director in advance.

Offenses Leading to Dismissal

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

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

Expulsion

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

Such expulsion shall take place subject to the constitutional rights of due process described below, which shall include the student's right to a due process hearing. When the Executive Director or Principal determines that a student should be recommended for expulsion for the parent or guardian will be called to meet immediately with the administrator. If there are extenuating circumstances, a conference can be held

by phone. At the conference, the Executive Director or Principal will notify the student and parents/guardians in writing of the intent to recommend expulsion based on violations of school policy or probation and give the student a chance to respond. Based on that meeting, the student may be assigned a long-term suspension pending an expulsion hearing. In that case, the parent must immediately remove the student from campus (if not already off campus) and the Executive Director or Principal will submit a recommendation for expulsion to the State Superintendent who will appoint a hearing officer. The student and parents may waive the right to a hearing if they notify the Executive Director or Principal in writing within 24 hours after receipt of the notice. If no notification is received from the parent/guardian, the hearing process will proceed. If the hearing is waived, the Executive Director or Principal 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) working days of receipt of the recommendation for expulsion 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 fifteen (15) calendar days from the date of the imposition of long-term 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,
2. Cross-examine only those witnesses who testify at the hearing,
3. Call witnesses in his own behalf, and
4. Be represented by legal counsel at his/her own expense.

The Mississippi School of the Arts will have legal representation throughout expulsion proceedings. Failure of the student or parent to appear at the hearing will result in the forfeiture of all procedural rights to contest the expulsion. A court stenographer will transcribe the hearing. The Hearing Officer will prepare his findings, conclusions, and recommendations in writing and hand deliver or mail them to the Executive Director or Principal of MSA and the student's parents within ten (10) calendar days of the hearing. The student or parents may request a copy of the transcription of the hearing at their own expense. The student may be expelled upon recommendation of the hearing officer to the Mississippi State Board of Education.

Following expulsion from the Mississippi School of the Arts when applicable, MSA will notify the student's school of residence that the student is no longer enrolled. Upon request, educational records will be provided to the school where the student enrolls. A student who has been expelled from MSA may not apply for enrollment at a later date and is prohibited from campus and may not participate in school-related functions or activities on or off campus unless permitted by the Executive Director in advance. Even though the duration of an imposed expulsion may be less than a year, students who have been expelled from the Mississippi School of the Arts have forfeited their privileges to attend the school and must seek enrollment in their home school districts or another school of choice.

Appeal to the State Board of Education

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

Only the **Mississippi State Board of Education** can decide an appeal regarding expulsion. The hearing officer will certify the complete record to the Mississippi State Board of Education. The Mississippi State Board of Education will consider the matter at a special called meeting or its regularly scheduled meeting at the discretion of the Board Chair. The Mississippi State Board of Education will review the hearing officer's recommendations and the record of the hearing and will consider oral arguments only from the

Executive Director or Principal or legal counsel and from the student, his/her parent/guardian or legal counsel. No new evidence or presentation of witness testimony will be considered. The Mississippi State Board of Education will render a written decision within a reasonable amount of time. The decision of the Mississippi State Board of Education is final.

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

Offenses Leading to Expulsion

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

1. Purchase, possession, and/or use of a dangerous weapon (including martial arts), explosives, ammunition, fireworks, or firearms
2. Extreme violence toward any person, including verbal or written threats to life or safety, wielding a weapon, wielding a knife, or threatening conduct with any type of weapon or knife
3. Purchase, possession, use of, sale or distribution of, or being under the influence of any controlled substance in violation of the Uniform Controlled Substances Act.
4. Other felonious conduct.
5. Expulsions will be reported to youth court and local law enforcement personnel in accordance with state law.

Disciplinary Procedures and Due Process

Notification to Student of Level I or Level II Violations

MSA officials will notify students when Level I violations or Level II violations occur with a copy of the report generated by the student administrative data management system (SAM6i).

Except where circumstances dictate otherwise (e.g., further investigation needed, availability of students, referral to an administrator), notification will occur within twenty-four (24) hours of the staff becoming aware of the violation. Consequences, as defined in the Violations and Consequences Chart will be applied depending on the level of the violation and the frequency of the offense. A warning will be noted and need not be discussed unless requested by the student. However, in all other instances, the staff issuing the disciplinary referral the student must discuss the situation with the student(s) within twenty-four (24) hours unless extenuating circumstances intervene. Upon completion of the conference, the student will sign the disciplinary report and the staff will give a copy of it to the student, mail a copy to the parents, and retain a file copy. If a student intends to ask for a review of the disciplinary action, a written request must be made to the Executive Director or Principal. The student must appeal or request any review of a write-up within 24 hours of notification in writing to have a write up reversed. The appeal for residence life write ups is to the Director of Residence Life and then the Executive Director. The appeal for academic write ups is to the Principal and then the Executive Director. Students must fulfill consequences after appeal, even if they choose not to sign the notification. The consequence will remain in the system for the year of attendance.

Determination of Consequences

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

Accumulation of Violations and End of Year Violations

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

Failure to Abide by Disciplinary Action

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

Notification to Student of Level III Violations

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

Students Banned from Campus

Occasionally, friends, relatives, or visitors of MSA students or school alumni may be banned from campus for a specified period of time based on actions inappropriate or unsafe for a school campus. In addition, students who have been dismissed or expelled from MSA are banned from campus and may not come on campus for visitation, transport students in a vehicle, or participate in school-related functions or activities on or off campus until permitted by the Executive Director, after a formal request is made by the banned person and approved by the administration. Students who are banned, dismissed, or expelled from the school forfeit all access and visitation privileges in relation to friends, girlfriends or boyfriends, relatives, former classmates, teachers, staff members, or any other person(s) related to MSA operations.

Consequences for Tardies

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

Level I Violations and Consequences

The following list of violations is not meant to be all-inclusive. Administration will assign activities not listed to the appropriate level. When a student has received three (3) Level I violations, all subsequent offenses beginning with the fourth violation will be administered at Level II. When an incident occurs involving multiple violations on the same level, staff may count each violation separately or consider the incident as one violation at a higher level for the purpose of determining the consequence(s).

Level One Violations – Residence Life	Level One Consequences
<p>RL1.1 Attendance Violations—Not at assigned location:</p> <ul style="list-style-type: none"> a. Breaking Curfew (< 30 minutes) b. Failing to attend mandatory meetings, study hours c. Failing to be at assigned location on time—room check, etc. d. Forgetting to sign in for a.m. roll call <p>RL1.2 Behavior Lacking Consideration of others:</p> <ul style="list-style-type: none"> a. Breaking line in the cafeteria b. Disturbing others c. Creating excessive noise or music, horseplay, running d. Having lights on after designated times e. Kissing other than allowed by PDA/Dating Guidelines f. Talking on the phone after lights out g. Leaving personal belongings in common areas h. Profanity <p>RL1.3 Damage to Property, Accidental:</p> <ul style="list-style-type: none"> a. Damaging individual, school, public property b. Misusing and/or unauthorized use or abuse c. <p>RL1.4 Failure to Follow Written Protocol:</p> <ul style="list-style-type: none"> a. Carrying food or beverages on bus b. Failing to meet dress code c. Eating or drinking in the library d. Failing room inspection standards e. Failing to display parking permit f. Failing to turn in car keys g. Leaving clothes in laundry room h. Parking illegally <p>RL1.5 Technology Offenses (Computer, Network, Phone):</p> <ul style="list-style-type: none"> a. Eating or drinking at school computers b. Violating DormNet regulations c. Committing Personal Communication Device offenses d. Committing Listening Device offenses e. Committing land line phone violations f. Technology acceptable use violations <p>RL1.6 Safety or Legal Issues:</p> <ul style="list-style-type: none"> a. Failure to lock dorm room b. Failure to return temporary ID badge c. Failure to report lost ID badge d. Deface the ID badge 	<p>Campus Work Service = CWS</p> <p>1st Offense: Written Warning</p> <p>2nd Offense: One (1) detention session</p> <p style="padding-left: 40px;">Parent(s) notified</p> <p>3rd Offense: One (1) CWS task</p> <p style="padding-left: 40px;">1 detention session</p> <p style="padding-left: 40px;">Parent(s) notified</p> <p>4th Offense: See Level II.</p> <p>Level One Offenses will be carried over until the end of the year. After repeated offenses, student may be placed on probation.</p> <p>Habitual offenses (more than three) of the same violation may merit up to a two (2) day suspension.</p> <p>Personal Communication Device (PCD) offenses are in addition to above prescribed consequences:</p> <p>1st Offense: PCD will be confiscated until a conference is held. (Level I)</p> <p>2nd Offense: PCD will be confiscated for one week. (Level I)</p>

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

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

Level II Violations and Consequences

The following list of violations is not meant to be all-inclusive. Administration will assign activities not listed to the appropriate level. **When a student has received three (3) Level II violations, all subsequent offenses will be administered at Level III.** When an incident occurs involving multiple violations on the same level, staff may count each violation separately or consider the incident as one violation at a higher level for the purpose of determining the consequence(s).

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

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

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

Level III Violations and Consequences

The following list of violations is not meant to be all-inclusive. Other than habitual minor offenses, level III violations will result in probable suspension, dismissal or expulsion. Administration will assign activities not listed to the appropriate level. All Level III Violations are referred to administration for action.

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

Index

Absence, Excused for Health Reasons, 60
Absence, Permission for Planned, 27
Absences, School Approved, 25
Absenteeism, 26
Academics, 18
ACT Schedules, 39
Administration, 1
Admissions, 10
Advanced Placement (AP), 24
Advertisements, 47
AHERA Assurances, 16
Alcohol, Possession, Purchase, Distribution, Use, 92
Alma Mater, iv
Alternative School, 36
Americans with Disabilities Act, 16
Appropriate Content, 30
Armed Forces Recruiter Access, 15
Arts Ambassadors, 39
Artists-in-Residence, 62
Athletics, 41
Attendance Guidelines, 25
Attendance, Class, 25
Attendance, Assembly, 29
Awards Ceremonies, 38
Banned Materials, 44
Beta Club, 39
Calendar, Fall Semester, vi
Calendar, Spring Semester, vii
Campus Work Service, 53
CEEB Code, 39
Cheating, 86
Children's Health Insurance Program (CHIP), 57
Class Rank, 38
Classroom Assessment, 33
Classroom Misbehavior, 28
Clubs, 40
College Entrance Examination Code (CEEB), 39
College Testing Programs, 39
Commons Areas, 45
Communicable Diseases, 61
Communications Systems, 72
Communications, Prohibited, 80
Community Partnerships, 6
Community Service, 54
Commuters, 68
Computer Usage, On Campus, 73
Computers, Personal, 75
Conduct, on Buses, 68
Conduct, Student Code, 85
Confidentiality and Disclosure Policy, 15
Consequences, Level I, 103

- Consequences, Level II, 105
- Consequences, Level III, 107
- Continuance at MSA, 34
- Contract, Acceptable Use
 - Parent or Guardian, 81
 - Student, 81
- Correspondence Courses, 37
- Costs, 6
- Counseling Programs, 54
- Course Selections, 24
- Credit Recovery, 37
- Crisis Management Plan, 66
- Curfew, 50
- Detention, 96
- Discipline, 82-87
 - Appeal to the State Board of Education, 101
 - Determination of Consequences, 102
 - Notification of Violations, 101
 - Philosophy, 83
- Dismissal, 99
- Distribution of Printed Materials, 41
- DormNet, 76
- Dress Code, Student, 12
- Dropout Prevention Plan, 36
- Dropping a Class, 33
- Drugs, Illegal, 93
- Due Process, 101
- E-Mail, 74
- E-Mail, SLC, 51
- Employment, Student, 17
- Emergency Situations, 14
- Energy Conservation, 48
- Equipment, Personal, 80
- Exams, 33
- Excused Absences, 60
- Exemptions, 33
- Expectations
 - Academic, 29
 - Parents, 12
 - Students, 11
- Expulsion, 100
- Faculty, 1
- Family Educational Rights to Privacy Act Directory Information Notice, 14
- Family Involvement, 17
- Fax Number, SLC, 51
- Fees
 - Fines, 8
 - Optional Services, 8
 - Required, 7
 - Room and Board, 7
 - Student Fees, 6, 7
- FERPA, 14
- Field Trips, 28
- Files, Unauthorized Access and Use, 74
- Financial Services, 52
- Fitness Center, 46

- Food Services, 51
- Fund Raising, 41
- General Information, 4
- Governance, 5
- Grades
 - Challenges, 24
 - Grade Point Average, 37
 - Grading Policies, 23
 - Grading Scale, 23
 - Incomplete, 23
- Graduation, Early, 35
- Graduation Requirements
 - Mississippi Public Universities, 21
 - MSA, 21
 - State, 21
- Harassment, 89
 - Consequences to Violation of Policies, 91
 - Definitions, 89
 - Reporting, 91
 - Retaliation to, 91
- Hardware, MSANet, 75
- Health Services, 56
- History and Purpose, 4
- Honesty, Academic, 29
- Honor Graduates, 38
- Honor Roll, 38
- Honors, Academic, 38
- Housekeeping, 48
- Identification Badges, 65
- Independent Study Courses, 37
- Institutional Organization, 4
- Insurance, 56
- Internet Access, Optional in Dorm Rooms, 76
- Intramurals, 52
- Introduction, 3
- Laundry Room, 46
- Laws, Mississippi State, 82
- Levels of Disciplinary Consequences
 - Level I, 103
 - Level II, 105
 - Level III, 107
- Library, 32
- Lights Out, 50
- Listening Devices, 71
- Lost and Found, 46
- Make Up Work, 23
- Mascot, 5
- Media Policies, 41
- Medical Expenses, 56
- Medical Information, Required, 57
- Medication and Administration Guidelines, 58
- Mental Health Evaluation, 58
- Mission, 5
- Mississippi Scholars, 21
- Moving
 - In, 47

- Out, 47
- MSANet, 74-76
- Musical Instruments, 46
- Network, 73
- Non-discrimination, v
- Off Campus Permission, 50
- On-Line Courses, 37
- Organizations, Student, 40
- PDA, 87
- Peripheral Devices, 75
- Personal Communication Devices (PCDs), 70
- Personal Property, 44
- Philosophy
 - Academic, 18
 - Discipline, 83
 - General School, 5
 - Residential Life, 43
- Phone
 - Cell, 69
 - Standard, 71
- Pictures, 47
- Plagiarism, 86
- Policy
 - Acceptable Use, 77
 - Enforcement, 77
 - Probation, 34
- Posters, 47
- Practices, 79
- Preface, 3
- Privilege Plans, 41
- Probation
 - Academic, 34
 - Disciplinary, 97
- Progress Reports, 33
- Prohibited Communications, 80
- Promotion, 35
- PSAT, 39
- Public Display of Affection (PDA), 87
- Publications, 39
- Records, Educational, 33
- Refrigerators, 47
- Religious Services, 52
- Report Cards, 33
- Residential Life, 43
 - Terminology, 49
 - Suites, 43
- Resources, Waste and Abuse, 75
- Responsibilities, Student Technology, 73
- Restriction
 - Campus, 96
 - Dorm, 96
- Retention, 35
- Roommates, 49
- Safety
 - Manual, 66
 - Off Campus, 65

- On Campus, 64
 - School, 64
 - Student Life Center, 64
- Salutatorian, 38
- Saturday School, 96
- Schedule
 - Class, 2
 - ACT and SAT, 39
 - Changes, 32
 - PSAT, 39
 - School Week, 50
 - Subject Area Testing Program, 19
 - Residential Life, 49
 - Weekend, 50
- School Colors, 5
- Search and Seizure, 94
 - Canine, 96
 - General, 94
 - Room, 94
- Section 504 Procedures, 16
- Signing Out, 50
- Software, Unauthorized Use, 74
- Speakers, Guest, 62
- Staff, 1
- State Board of Education, viii
- Student Activities, 52
- Student Code of Conduct, 85
- Student Government Association, 40
- Students
 - Commuter, 68
 - Impaired, 93
- Study Hours, 49
- Study Hours, Required, 31
- Subject Area Testing, 19-20
- Substance Abuse Policies, 61
- Summer School, 36
- Suspension, 97
 - Emergency, 98
 - General, 97
- Systems, Network, Website, and Communications, 75
- Tardiness, 26
- Technology, 72-83
- Telephone
 - Cell Phones, 69
 - Long Distance, 71
 - Standard, 71
- Televisions, 46
- Textbooks, 32
- Tobacco, Illegal Purchase, Use, Possession, 92
- Transcripts, 33
- Transportation, 66
 - Safety Procedures, 69
 - To Brookhaven High, 68
- Tutoring, 31
- U.S. Postal Service, 51
- Valedictorian, 38

- Vehicle
 - On Campus, 66
 - Registration, 66
 - Restrictions, 67
 - Use during the School Week and Weekend, 67
- Video Equipment, 46
- Violations and Consequences
 - Accumulation of, 102
 - Level I, 103
 - Level II, 105
 - Level III, 107
- Vision, 5
- Visitation, 62
 - Academic, 62
 - Alumni, 63
 - During the School Day, 62
 - General Public, 62
 - Overnight, 63
 - Student Life Center, 62
- Voice Mail, 70
- Website, 75
- Welcome, 2
- Wellness, 61
- Who's Who Elections, 40
- Withdrawals, 17