

# **MODEL SECONDARY SCHOOL FOR THE DEAF**

# **PARENT-STUDENT HANDBOOK 2017-2018**

**MODEL SECONDARY SCHOOL FOR THE DEAF  
800 Florida Avenue, NE  
Washington, DC 20002-3695**

**[mssd.gallaudet.edu](http://mssd.gallaudet.edu)**

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## LAURENT CLERC NATIONAL DEAF EDUCATION CENTER

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### Overview of the Clerc Center

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Kendall Demonstration Elementary School (KDES) and the Model Secondary School for the Deaf (MSSD) are the two demonstration schools within the Laurent Clerc National Deaf Education Center. The primary purpose of the Clerc Center is to improve the quality of education afforded to deaf and hard of hearing students from birth to age 21 across the United States. This is referred to as the Clerc Center's national mission.

The Clerc Center works in partnership with schools and programs throughout the nation to develop, collect, disseminate, conduct research into, and evaluate effective educational strategies. The goal of these collaborative partnerships is the provision of quality educational opportunities to all students, with particular attention given to students who are lower achieving academically, come from families who speak a language other than English in the home, have additional disabilities, are members of diverse racial or cultural groups, or live in rural areas.

### Clerc Center Mission Statement

The Clerc Center, a federally funded national deaf education center, ensures that the diverse population of deaf and hard of hearing students (birth through age 21) in the nation are educated and empowered and have the linguistic competence to maximize their potential as productive and contributing members of society. This is accomplished through early access to and acquisition of language, excellence in teaching, family involvement, research, identification and implementation of best practices, collaboration, and information sharing among schools and programs across the nation.

### KDES/MSSD Mission Statement

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KDES and MSSD, the national demonstration schools for deaf and hard of hearing students, are diverse communities implementing a rigorous and innovative program where students excel academically, achieve personal excellence, and thrive in a bilingual environment in which American Sign Language (ASL) and English are equally

valued. Students graduate ready to begin college or a career and to be self-determined, engaged citizens of the 21<sup>st</sup> century.

### Belief Statements

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1. We believe in educating the whole child and that developing each student's unique abilities and a positive sense of identity is critical for school achievement and success throughout life.
2. We believe that all students, supported by high expectations and actively engaged in meaningful and challenging standards-based work, can learn, achieve, and succeed.
3. We believe that early access to and acquisition of linguistic proficiency in ASL and English are integral to a deaf or hard of hearing student's overall development.
4. We believe that exposure to and experience with ASL, and the diverse cultures of deaf and hard of hearing people, will enrich the lives of students and their families.
5. We believe that informed and involved families are the cornerstone of a student's success and well-being.
6. We believe that an active, cooperative partnership among the student, family, school, and community is essential for student growth and development.
7. We believe that academic and after school programs should be broad, challenging, and individualized to promote a lifelong desire to learn.
8. We believe that competence with technology is an integral part of deaf and hard of hearing students' access to information and communication.
9. We believe in an inclusive community, enhanced by the various cultures, experiences, and abilities of its members, that embraces a spirit of learning, mutual caring, and respect.



## Profile of Graduates

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1. **Essential knowledge**—Graduates will possess the skills, knowledge, and expertise to succeed in work and life in the 21<sup>st</sup> century.
2. **Language and communication**—Graduates will demonstrate full linguistic and communicative competence in ASL and English.
3. **Thinking skills**—Graduates will possess the critical and creative thinking skills and strategies essential for lifelong learning.
4. **Emotional intelligence**—Graduates will demonstrate self-awareness, self-determination, healthy patterns of behavior, and responsibility towards themselves and others.
5. **Life planning**—Graduates will implement postsecondary plans that allow them to realize their goals and maximize their potential.

## GENERAL INFORMATION

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### Accreditation

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KDES and MSSD are the demonstration schools of the Clerc Center at Gallaudet University. Both schools are fully accredited by two organizations—the Middle States Association of Colleges and Schools (MSA) and the Conference of Educational Administrators of Schools and Programs for the Deaf (CEASD).

### Community Building

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The teachers, staff members, and students at MSSD work together to create a learning community where individuals care about others and treat each other with respect and fairness. Adults strive to model the behaviors of trustworthiness, respect, responsibility, fairness, caring, and integrity so that students learn and practice these behaviors. Students also need encouragement and help to learn decision-making and problem-solving skills and how to resolve conflicts amongst themselves.

The goal of this community building approach is to create a safe, orderly school where students and adults are free to learn and develop a positive set of attitudes and values. Some of the ways teachers and staff members teach and reinforce the ideas of community building are by:

- providing opportunities for students to be involved in serving the community both inside and outside of the schools;
- providing opportunities for studying and experiencing the diversity of cultures and beliefs among all people; and
- using a problem-solving approach to discipline. Students can be involved in resolving conflicts. By providing structures and limits with clear consequences, adults help students to develop self-discipline.

As a community, MSSD students, teachers, staff members, and parents or legal guardians will:

- respect others and themselves;
- be responsible for their community; and
- work together to be the best they can be.

### Family Educational Rights and Privacy Act

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The Family Educational Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Therefore, it is imperative that the Clerc Center teachers and staff have a working knowledge of FERPA guidelines before releasing educational records.

FERPA protection begins upon receipt of a completed application for KDES or MSSD. A parent's or legal guardian's FERPA rights cease when his or her child becomes 18 years old or begins attending college.

The Clerc Center provides parents, guardians, and eligible students with an annual FERPA notification.

#### Definitions

**Directory information:** Information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed.

**Education record:** Any record that is (1) directly related to a student; and (2) maintained by the Clerc Center or by a party acting for the Clerc Center. These records do not include: employment records, law enforcement unit records, or records that are made or received after the student has left the Clerc Center and do not pertain to the student's enrollment.

**Eligible student:** A student who has reached 18 years of age.

**Legitimate educational interest:** A direct or delegated responsibility for helping the student achieve one or more of the educational goals of the school or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

**Right of non-disclosure:** A parent, legal guardian, or eligible student will inform the Clerc Center that he or she does not want any or all directory information released. The Clerc Center will honor that request until the parent, legal guardian, or eligible student removes it in writing.

## **FERPA Rights**

FERPA affords parents, legal guardians, and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

A parent, legal guardian, or eligible student should submit to the assistant principal’s office a written request that identifies the record(s) he or she wishes to inspect. The assistant principal's office will make arrangements for access and notify the parent, legal guardian or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or his or her rights.

A parent, legal guardian, or eligible student may ask the principal’s office to amend a record that he or she believes is inaccurate, misleading, or in any violation of the privacy rights of the student. The parent, legal guardian, or eligible student must write to the school principal, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate, misleading, or in violation of the privacy rights of the student. The principal will decide whether he or she will amend the record within 45 days after the request is made. If the school principal decides to grant the request, he or she will notify the parent, legal guardian, or eligible student and will amend the record accordingly. If the principal decides not to amend the record as requested, he or she will notify the parent, legal guardian, or eligible student of the decision and advise him or her of his or her right to a hearing regarding the request for amendment.

3. 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.

An exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. Clerc Center school officials have been designated to be administrators, teachers, supervisors, support staff, health staff personnel, and outside agents performing a service that the school would normally perform (this includes interns and student teachers that function as teachers or school staff members).

Disclosure of education records without written consent can be given to officials of other institutions in which the student seeks to enroll or where the student is already enrolled as long as the disclosure is for purposes related to the student’s enrollment.

4. The right to file a complaint concerning alleged non-compliance by the school with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

5. The right to obtain a copy of the school's student records procedures.

The parent, legal guardian, or eligible student should submit to the principal’s office a request for a copy of the school's student record procedures.

6. The right to request the restriction of disclosure of directory information. KDES and MSSD have designated the following information as directory information:

- Name, home address, and telephone and/or videophone number
- Date and place of birth
- Participation in officially recognized activities and sports

- Dates of attendance
- Diplomas, awards, and honors
- Most recent previous educational agency or institution attended by the student
- Grade in school
- E-mail address
- Photograph or graphic image
- Weight and height of athletic team members

Unless a parent, legal guardian, or eligible student requests otherwise, this information may be disclosed to the public upon request. If the parent, legal guardian, or eligible student wishes to request that this information not be disclosed, he or she

must notify the assistant principal within five (5) days after enrollment.

## **Eligibility**

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The Individuals with Disabilities Education Act (IDEA) allows students to receive instruction and services to meet IEP requirements until age 21. Therefore, students at MSSD are eligible to remain enrolled until the end of the academic year in which they either meet their IEP requirements or become 21, whichever occurs first. In other words, if your son or daughter has his or her 21<sup>st</sup> birthday on or after August 1, he or she is eligible to receive instruction and services for the following academic year.

### Student Attendance Policy

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Regular attendance is necessary if a student is to achieve success in school. The attendance policy is designed to establish clear expectations for all KDES and MSSD students (grades K-8 and 9-12, respectively). On all scheduled school days, KDES and MSSD students are required to be in attendance during all school hours and on time so that they may receive the full benefit of their education. Once on campus, students are expected to follow all rules regarding school and class attendance.

#### Attendance

School attendance is a cooperative effort between parents and legal guardians, students, and school personnel. In order to meet the requirements and expectations for promotion to the next grade level or to earn credit towards graduation, KDES and MSSD students must be in attendance at least 90 percent of the days that school is in session.

Students are expected to attend school each weekday for the full day unless otherwise excused. A student will be counted as “present” for a full day if he or she is in attendance four or more hours of the school day. A student will be counted as present for a half-day if he or she is in attendance for at least two hours of the school day but less than four hours. A student scheduled for less than a full day will be counted present based on the amount of time he or she is scheduled (i.e., a student scheduled for a half-day of school will be counted present for a full day if he or she is in attendance for that entire time; if the student is absent for the entire half day, he or she will be counted as absent for the full day).

A student will be counted present if at school or at an activity sponsored by the school and supervised by a school staff member(s). This includes work experience programs, field trips, athletic events, contests, student conferences/workshops, and similar activities when officially authorized by a member of the school administrative team.

#### Excused and Unexcused Absences

Absences will be considered excused if due to the following:

- Illness (doctor’s verification required after three consecutive days)
- Doctor/dental appointment
- Observance of religious holiday
- Funeral
- Home suspension
- Court appearance/summons
- Emergency or other event for which the school administrative team considers an exemption from attendance to be in the best interest of the student

Absences will be considered unexcused if due to the following:

- Oversleeping
- Missing the bus
- Traffic
- Non-related school event
- Family vacation
- Travel
- Other reason deemed unacceptable by the school administrative team

**Note:** A parent or legal guardian must contact the school administrative team prior to a student’s absence. Excused pre-approved absences will be granted for reasons acceptable to the student administrative team. However, pre-approved absences are discouraged and will not be granted for any reason on days when state tests or semester exams are to be given. The principal’s decision related to pre-arranged absences is final. No more than three pre-approved absences will be considered excused during each semester.

#### Delegation of Authority

The KDES and MSSD school administrative teams will be responsible for all determinations and communications related to student attendance matters.

KDES and MSSD will establish procedures to administer this policy that will include confirming/verifying absences, penalties for

excessive absences, an appeal process, and periodic reporting practices.

## Attendance Procedures

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There is a positive relationship between regular school attendance and academic success. The Clerc Center recognizes the importance of students regularly attending class to make the most of the educational opportunities that KDES and MSSD offer.

The Student Attendance Policy (Gallaudet University Policy (1.19) defines expectations for student attendance. These procedures support implementation of that policy.

### Excessive Absences

Students missing five or more school days in one quarter due to unexcused absences will be mailed an official MSSD attendance letter indicating that failure to attend school could result in permanent dismissal from MSSD.

### Tardiness

If a student arrives to class after the class period has begun, he or she will be given a tardy. Each time a student is tardy for a class for an unexcused reason, one point will be deducted from the student's final quarter grade for that class. When a student has accumulated three unexcused tardies in the class, totaling three points off the quarter grade, the teacher will notify his or her parents or legal guardians. Parents can keep track of attendance in PowerSchool. If a student misses more than 15 minutes of a class period, this will be considered a cut, not a tardy, and the policy regarding unexcused absences will apply.

## Commuter/Local Student Attendance Procedures

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### Late Arrival/Early Departure

If a commuter or local student arrives late to school, a parent or legal guardian (or a designee that is on the approved list filed in the student central file) must accompany him or her to the front office and sign the late arrival book for the student to receive a pass to class. The student must give an explanation for his or her late arrival. The reason stated will be reviewed by administration to

determine whether the late arrival will be excused or unexcused. If a student will arrive alone, the parent or legal guardian must inform the assistant principal's office of the late arrival beforehand.

If a student will depart from school prior to the regular closing time, a parent or legal guardian (or a designee with a note signed by the parent or legal guardian) must pick up the student in the front office and sign the early departure book. If a student will depart early, the parent or legal guardian must inform the front office in advance.

### Student Sign-Out/Parental Pick-Up

In the event that a parent or legal guardian needs to pick up a student during the school day, the parent or legal guardian is required to stop by the front office to fill out the Student Sign-Out Log. Students going to appointments independently must also sign out.

If the parent or legal guardian picks up the student from the Student Health Service, the school nurse will ask the parent or legal guardian to stop by the front office first to fill out the Student Sign-Out Log. If the parent or legal guardian is unable to do so for any reason, the school nurse will immediately inform the front office. This information can then be entered into the Student Sign-Out Log and the Student Life and dormitory staff members informed.

The following information is requested on the Student Sign-Out Log:

- Student's name
- Name of the parent, legal guardian, or person signing out the student
- Date and time of pick-up
- Return date, time, and place (e.g., school, dormitory, home)
- Reason for pick-up (e.g., medical appointment, student is sick)
- Identification will be required for verification at the time of pick-up or drop-off

### Student Illness Before or During School Hours

If the student is ill (see the Student Health Service section for further explanation) or not going to be in school, parents or legal guardians must:

- Contact the front office, send a fax, or contact the assistant principal

- Submit a written excuse for the student's absence upon his or her return to school

If a local student becomes ill during the day, a parent or legal guardian will be notified immediately to pick up him or her as soon as possible (see the Student Health Service section for further explanation).

If the student is absent on three or more consecutive days due to illness, a parent or legal guardian must obtain and submit a written doctor's note within three days of returning to school.

If the student needs to go to the Student Health Service during class hours, the student must get a pass from the teacher of the class he or she is leaving and sign in/out with the front desk before/after the Student Health Service visit.

## Health Insurance

MSSD's Student Health Service is maintained for the care of sick or injured students. The emphasis for both is on first aid and short-term care with the goal of returning students to the classroom as quickly as possible. Residential students requiring more critical care will be referred to a local physician or hospital.

There is a health insurance requirement for all MSSD students who reside in the dorm and/or participate in the athletics program. Students are not permitted to live in the dormitories or participate in dormitory activities and sports without health insurance.

The Gallaudet University health insurance plan can be purchased for the school year. Families with private insurance must contact providers and advise them that their child will need out-of-area services. This will ensure faster and more effective services should the student have an injury and require immediate service. Parents and legal guardians should check with the Student Health Service at (202) 651-5090 to see if their private insurance coverage is acceptable.

Health insurance coverage must be current throughout the school year and information furnished 25 days before the first day of school for each academic year. Copies of valid health insurance card(s) need to be provided at the start of the school year. Parents are responsible for

informing the school if any changes take place to their child's health insurance.

## Student Health Service

The Student Health Service serves both Gallaudet University and MSSD students, offering a wide range of services for acute and chronic issues. Please note: Some services (e.g., prescription medication, referral to specialists, etc.) may only be available for students with insurance that provides acceptable coverage in the Washington, D.C., area.

A nurse practitioner and a registered nurse have the primary responsibility for the health care of MSSD students. They are available Monday through Friday from 8 a.m.-4 p.m. on an appointment basis. In the case of an emergency after hours or on weekends, the student will be brought to the emergency room of a local hospital by the driver on call or by ambulance if necessary; this determination will be made in consultation with the MSSD leadership team.

Student health records, maintained by the Student Health Service, are considered education records and are protected by the privacy regulations as stipulated by the Family Educational Rights and Privacy Act (FERPA). As with other education records, these records will be shared only with school officials who have a legitimate educational interest in these education records in order to fulfill their professional responsibility.

For more information and contact information, go to [www.gallaudet.edu/shs.html](http://www.gallaudet.edu/shs.html).

## Eligibility

In order to be eligible for Student Health Service care, students must file:

- a completed medical form with medical history, authorization to treat, and the name and phone number of an emergency contact person;
- a physical examination report updated annually;
- up-to-date proof of immunizations, including DPT and the polio series; a tetanus booster within the last 10 years; two measles, mumps, and rubella (MMR) immunizations;

Chicken Pox; Hepatitis B shots; and a TB test within the previous year.

Any student out of compliance will not be permitted to come to school.

### **Student Health Service Appointments**

Students are to report to the MSSD front desk with a pass from their teacher for health problems occurring during school hours. The school secretary will call the Student Health Service staff members, and the student will either be given an appointment time or told to report to the Student Health Service for immediate care. After the appointment, students must return to the MSSD front desk to sign in and return to class.

During after school program or evening hours, students must notify the After School Program staff to receive a pass to go to the Student Health Service. With the exception of emergencies, students must have an appointment card or a pass to go to the Student Health Service.

### **Locker Inspections and Procedures**

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Lockers are school property and are available for use by all high school students without charge. At no time does the school relinquish its exclusive ownership over these lockers, which are provided for the convenience of students. School staff, for any reason, can conduct periodic inspections of lockers at any time, without notice, without student consent, and without a search warrant. Locker searches may be conducted primarily for enforcing order and discipline in the school.

In the presence of a witness, the principal, assistant principal, or a designee may conduct inspections and examine the locker contents, including personal belongings, when there are reasonable grounds to believe that they contain illegal drugs, weapons, stolen property, or other contraband.

When the student is present during the search, the school official will advise him or her of the circumstances justifying the search and seizure of the objects. If the student is not present, he or she will be informed of the search. Parents or legal guardians will be notified by the principal's office when inappropriate and/or illegal activity is suspected.

Students are not required to use a locker; however, they are strongly encouraged to use one in order to better protect their personal belongings.

### **Registering a Locker and Receiving a Lock**

1. Each student may have only one locker and must use a school-issued combination lock.
2. Students need to select a locker number and then inform the student support specialist. The student support specialist will record the student's locker number and will issue the student a combination lock.
3. Each student is responsible for returning the school-issued combination lock at the end of the school year. Any student not returning their school-issued lock will be assessed a lock replacement fee.
4. All lockers must be cleaned out and the locks removed by the last day of the second semester of each year. MSSD administrators will remove any locks and contents remaining after this time. All contents collected will be donated.

### **Dormitory Inspections**

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Dormitory rooms are school property and inspections can be implemented routinely or when there is reasonable concern about violations of D.C. laws and/or school regulations. The search must be conducted in the presence of another witness. This search may include student desks, bags, clothing, backpacks, closets, and suitcases. School personnel may confiscate student property if that property is likely to disrupt the school environment or if it is illegal.

If any material, contraband, or evidence of violation of laws, school policies, or rules is obtained in a search, it may be kept by the school, returned to the student's parents or legal guardians, provided to the police, or used in any disciplinary action against that student.

### **Solicitation**

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MSSD does not permit individuals, organizations, or agencies to solicit, conduct business, or raise funds on campus without approval from the school administration. In keeping with this regulation, salespeople (school-related or



unrelated) are not permitted to take orders for or actively sell materials in MSSD's residence community.

Generally, individuals and organizations unrelated to MSSD are not permitted to conduct business or raise funds on campus. School-related individuals or organizations attempting to raise funds for the benefit of its organization or for charity may be given special permission to solicit on campus provided the following guidelines are observed:

- No door-to-door solicitation will be allowed.
- Permission to solicit funds must be obtained from the administration.
- Permission to use specific facilities must be obtained from the appropriate administrator.
- Any solicitation of funds must be sponsored by a recognized student organization, and the student organization must receive at least 15 percent of the proceeds. Such proceeds will be used for legitimate programming efforts by the organization. Students are not permitted to conduct any sales from their residence hall rooms or to advertise their room numbers for sales purposes.

## Emergency Procedures

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MSSD has emergency response procedures that outline the planned response to various situations, crises, or disasters. A brief synopsis of the response procedures is as follows:

In the event of an emergency, every attempt will be made to contact students' parents or legal guardians promptly.

### Fire/Bomb Threats

In the case of a fire or a bomb threat, the building will be evacuated. MSSD has clear procedures by which students, teachers, and staff members exit the building and proceed to the designated evacuation area.

### Biological/Chemical Alerts

MSSD has assigned a ground-level and a second-floor location to all students, teachers, and staff members in the MSSD school building. In the event of a biological/chemical alert, MSSD

personnel will care for the students. This includes the basic provisions of care/food/water.

## Evacuation of MSSD/Gallaudet University Campus

In the event of a major disaster in which all individuals at Gallaudet University have been instructed to evacuate the campus, all MSSD students will be evacuated to a location in Maryland. Parents and legal guardians will be kept abreast of the situation. MSSD personnel will care for the students.

## Inclement Weather Closing or Delayed Opening

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MSSD follows Gallaudet University when it comes to school closings, delayed openings, or early closings. If Gallaudet is delayed or closed, MSSD will be as well.

Decisions regarding closings or adjusted schedules are announced on the Gallaudet Alert Notification System, website, and Facebook, and on local radio and television stations. It is the responsibility of the parents, legal guardians, and students to obtain information regarding inclement weather plans from a reliable source.

During periods of inclement weather, one of the following plans is normally implemented:

- **Open and on schedule**—Classes at Gallaudet University, MSSD, and KDES are held as scheduled and all offices are open.
- **KDES closed**—If the University is open on time, the Clerc Center administration will evaluate the conditions and circumstances for both KDES and MSSD separately and make the most appropriate decision for each school. There may be days when KDES is closed while MSSD is open.
- **Late arrival (delayed opening)**—Classes are canceled until a specific time.
- **Early departure**—A portion of the daily schedule is canceled.
- **Gallaudet University closed**—All classes at the University, MSSD, and KDES are canceled, and offices are closed for the entire day.

## Late Arrival/Delayed Opening

- If Gallaudet University announces a delayed opening, MSSD will also have a delayed opening.
- A one-hour delay means that school begins at 9:15 a.m., and a two-hour delay means that school begins at 10:15 a.m.
- Student Life staff members will inform MSSD students in the residence hall when there is a delayed opening or school closing.
- Parents, legal guardians, and students should check for delayed openings/closings by monitoring local news outlets and the alerts sent out by the Gallaudet Alert Notification System.

## Early Departure/Early Closings

- Early closings are when students are at school, but school closes before 3:15 p.m.
- The principal's office will announce the early closing throughout the school.

## Gallaudet Alert Notification System

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Gallaudet University's new emergency alert notification system, BBConnect, is used by the Gallaudet University Department of Public Safety (DPS) to inform the members of the Gallaudet community, including KDES and MSSD parents, about emergencies, school closures, delayed openings, and other notifications.

Parents of KDES and MSSD students will be automatically included in this alert system through their contact information in PowerSchool.

## Transportation

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### Campus Shuttle Bus Service

Gallaudet University provides free shuttle bus service to and from the campus and to Union Station and the NoMa/Gallaudet U (New York Ave) Metrorail station. Commuter students may use the shuttle bus for transportation to and from school. For more information on the shuttle bus service and schedule, go to [www.gallaudet.edu/transportation](http://www.gallaudet.edu/transportation) and click on "Shuttle Bus Services."

## Closed Weekends

During closed weekends and holidays, students will be provided with shuttle bus service. This service will be provided at 12:15 p.m. when school closes. Students will be dropped off at the following locations: Union Station (Amtrak), the Greyhound bus station, the Ronald Reagan Washington National Airport, and the Baltimore/Washington International Thurgood Marshall Airport. Students leaving early will be responsible for their own transportation. Shuttle buses will not be provided on the final day of the school year. Students are responsible for their own transportation when returning to school. (See "Student Life General Information" in this handbook for details about closed weekends and transportation options.)

## Routine Appointment Transportation Guidelines

Routine appointments (e.g., dental, orthodontics, physicals), should be scheduled at home during the summer or during school breaks. When an appointment must be scheduled during school time, it is the responsibility of the student and his or her parents or legal guardians to inform the school, the Student Health Service, the assistant principal, and the Student Life staff members as soon as possible. It is also the parent or legal guardian's responsibility to arrange for transportation for the student to the scheduled appointment and back to school. MSSD will not be responsible for providing transportation to and from routine medical appointments.

## Identification Cards

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All new MSSD students are issued an identification card for use on campus. Students must wear their student ID cards at all times. ID cards are required for entry into some facilities, for on-campus and off-campus school activities, and to borrow school items. If a student loses his or her ID card, the cost for replacement is \$20.

## Age Affidavit Guidelines

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Permission requirements are established by MSSD for students who have reached the Age of Majority (18 years). Parental or legal guardian permission is required for students under the Age of Majority.

**Note:** See Appendix 5 for more information on Age Affidavit Guidelines.

## Dress Code Guidelines

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MSSD personnel, along with parents, legal guardians, and the community, are responsible for encouraging all students to develop habits of proper dress and grooming.

The objectives of the MSSD dress code are to:

- Promote an atmosphere for academic success while recognizing significant freedom of student choice and expression
- Ensure a safe and effective learning environment for all students
- Help students learn and practice appropriate attire for the world of work and future places of employment. Our dress code, therefore, aligns with average expectations for business casual work environments, with expectations for more formal dress as appropriate for special events and functions

All students will need at least one pair of dress shoes (not sneakers) and dress clothes for special events such as graduation, award ceremonies, banquets, etc. All students are expected to dress up for these special events, and blue jeans, shorts, and T-shirts will not be permitted.

Students are not permitted to wear:

- Boxer shorts (except as underwear)
- Cut-off shorts, ripped/torn clothing, or clothing with holes in it
- Pajamas
- Clothing that is either extremely tight or extremely loose/baggy, hip huggers, leggings/tights or pants worn low or loose that expose skin or undergarments.
- Shorts and skirts that are shorter than mid-thigh length in front and back

- Hats, visors, scarves, bandannas, sweatbands and forehead bands, or sunglasses
- Clothing advertising or advocating the use of drugs, alcohol, tobacco, or other illegal or harmful products
- Clothing that unduly exposes or reveals excess skin or undergarments (e.g., swimwear, spaghetti straps, undergarment tank tops, cut-off tops, halter tops, mesh shirts, or tops that are strapless, low cut, or expose midriff)
- Clothing containing sexually suggestive messages (explicit or implied)
- Clothing printed with obscenities or profanity
- Clothing printed with a message advocating violence or the use of weapons (explicit or implied)
- Clothing printed with any message that could be considered harassment against another individual (explicit or implied)
- Pants or shorts with messages printed on the backside
- Undershirts
- Any piercings that are attached to one another or pose any safety issue (e.g., spikes, large hoops, protruding studs, chains)
- Gang paraphernalia
- High heels that are over two inches tall, water shoes, and house slippers (appropriate shoes must be worn at all times in the school building)
- Any choice of clothing or piercing that causes significant disruption to the learning environment

Students who dress inappropriately or contrary to the dress code will be asked to change clothes for a first offense. Second offenses are considered Level 1 Offenses in the Student Code of Conduct. If a student fails to comply, his or her parents or legal guardians will be contacted and appropriate disciplinary action will be taken.

## Use of Vehicles

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Students are not permitted, under any circumstances, to operate a motorized vehicle on the MSSD/Gallaudet University campus. Students

are permitted to use bicycles, skateboards, and in-line skates with appropriate protection.

member and the student earning a brown bag lunch.

## **Student Pass**

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Each student must carry a pass when he or she is not in class. If a student wishes to obtain access to the MSSD main building before 8:15 a.m. or after school, he or she will be required to provide a student pass given by a teacher or staff member. Failure to carry a pass may result in the writing of an Incident Report by a teacher and/or staff

## **Lending Money/Personal Items**

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Students should not lend out their personal items or make monetary loans to other students. MSSD is not responsible for any monetary or personal item loans that students make to each other. MSSD is also not responsible for any personal items that are lost or stolen at MSSD.

## ACADEMIC PROGRAM

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### Student Outcomes

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It is our goal to provide students with an academically rigorous program so they will become self-directed, independent, resourceful learners who demonstrate the essential knowledge, literacy, and social/communication skills necessary to be effective, productive, and contributing members of society.

1. Students will acquire essential knowledge and skills, and be able to apply them in planning and carrying out complex projects.
2. Students will achieve, to the best of their ability, a full repertoire of linguistic and communicative competencies to use at their disposal in interaction with both deaf and hearing people.
3. Students will be critical, creative, and reflective thinkers, decision makers, and problem solvers who effectively cooperate and collaborate to achieve common goals in life situations and groupings that reflect cultural, social, and academic diversity.
4. Students will display emotional intelligence through a positive attitude, respect, and a healthy pattern of behavior toward themselves and others.
5. Students will design, refine, and initiate a life plan based on self-exploration and experience that incorporates knowledge of their rights, available resources, and effective self-advocacy.

### Individualized Education Program

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Each student who attends MSSD must have an annual Individualized Education Program (IEP) developed by the team and designed to meet his or her individual educational needs. The IEP is a federally mandated document that includes present levels of performance, goals, and objectives to address areas of need. It falls under Part B of the Individuals with Disabilities Education Act. Support services, special accommodations, and transition services are also included in the IEP when needed. Parents and legal guardians are an integral part of the IEP process.

Each student is assigned an IEP case manager upon arrival at MSSD. Case managers have the primary responsibility for helping draft student IEPs and overseeing IEP implementation. They serve as the point of contact for families who would like to discuss their child's progress. Students remain with the same case manager from year to year for the entirety of their enrollment at MSSD.

### Triennial/Re-Evaluation Review

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By law, each student with an IEP must be evaluated every three years to determine whether he or she continues to be disabled and needs special education services under the IDEA. At MSSD, this is called the re-evaluation review. During this process, the team meets and determines whether or not existing data is adequate to show that the student is still disabled and continues to need services for each disability category under which he or she qualifies for special education. The team may decide that the student continues to qualify for special education services in all current disability categories or that further testing is needed to gather information to make a decision. If further information is needed, the team will develop a plan to gather this information and meet again once the information is ready for review. The re-evaluation review may be held either at the same time as the student's annual IEP meeting or at a separate meeting.

### Working in Conjunction with Local Educational Agencies

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It is very important that MSSD work closely with the students' local educational agencies (LEAs). LEAs should be sent copies of IEPs as well as other important educational documents when necessary. There are also times when a close working collaborative relationship between MSSD and an LEA is necessary to insure that a student's educational and related service needs are met. In addition, students sometimes return to their local school system, so keeping the LEAs updated and informed is an integral part of this transition.

## Emerging Signers Program

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Instruction and social interaction at the Clerc Center is done through both a stimulating visual learning environment and American Sign Language (ASL). Students enrolled at either of the Clerc Center's demonstration schools—the Kendall Demonstration Elementary School and the Model Secondary School for the Deaf—come from a wide range of communication backgrounds and come with a wide range of sign language skills. The Emerging Signers Program (ESP) is provided to students who have little or no ASL fluency at the time of enrollment, in order to support the student in learning ASL and achieving academically. Every student's needs are different and students attain linguistic independence at different paces. The student will be provided with the services that best meet his/her needs, and those services will be gradually reduced in direct correlation to the student's expanding skills and independence.

The range of potential services includes:

- Direct ASL instruction and assessment
- ASL as curriculum enhancement class
- Direct one-on-one interaction with an ASL specialist
- Teacher accommodations
- Interpreting
- Note taking
- Language mediation/CDI
- CART/captioning
- Spoken English interpretation
- Social-emotional support specific to identity, culture, and language acquisition
- Counseling
- Residential programming
- Extended School Year (ESY) instruction

The student's teachers and the interpreters working with the emerging signer will observe and document how the student is progressing. In addition, the lead interpreter will also observe the student in class regularly. Information about the student's abilities, progress, and continued needs, as well as information about accommodations that have been discontinued, are no longer needed, or have been modified will be shared with the IEP team.

Direct access to education is the ultimate goal and students are encouraged to learn ASL as

quickly as they are able. In-class supports and services are reduced over time as the student acquires enough ASL proficiency to independently follow and engage in academic discourse. The specific classroom support accommodations that are gradually discontinued and the rate at which they are phased out are based on assessments and reports to/from the IEP team.

## New Student Orientation

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New students and their families participate in New Student Orientation (NSO) prior to the start of each school year. NSO begins with school registration and dormitory check-in. During registration, students can obtain their MSSD identification card, purchase a laundry card, and make any needed medical arrangements with the Student Health Service. During NSO, families have an opportunity to meet with MSSD administrators who can provide details about school programs and answer any questions.

Students participate in a variety of activities designed to welcome them to, and familiarize them with MSSD. NSO activities include a tour of MSSD; workshops to support successful student transition into MSSD; social activities; community meetings to discuss MSSD expectations; reading, math, and ASL assessments; meals with peers and staff members; and an orientation to Washington, D.C., during which students learn how to use local public transportation.

Families of new students receive information about NSO during the summer months. MSSD will continue to provide orientation for new students who enroll in MSSD after the school year has begun.

## Changing Courses

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Students may request course changes during the first week of each semester. In order to make changes to an approved schedule, students must complete a formal course-change request and submit it to the assistant principal. Course changes become official when the assistant principal gives the student a new course schedule. When it becomes apparent that a student's placement within a given discipline is inappropriate, the school reserves the right to make appropriate changes to the student's schedule.

## Grading System

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Report cards designate student performance with letter grades (see below, left column). A student's grade point average (GPA) is determined using a point system (see following table):

Letter	Percentage	Point
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	64-66	1.0
F	Below 64	0.0

Students in Advanced Placement courses will receive one additional grade point for earning a passing score (e.g., A = 5 points, D = 2 points). Incomplete grades are not calculated as part of a student's GPA.

## Course Credit

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Course credit is awarded based on the semester grade. Students are able to earn .5 credits for each course they successfully pass during a semester. Students taking courses that cover a double period will be awarded double credit for the course. The semester grades are calculated based on the following split: quarter 1 = 45%, quarter 2 = 45%, and exam 1 = 10%. Students will not earn academic credit for classes in which they have earned a grade of 63 or below. Students must take midterm and final exams at the designated time in order to earn course credit. Students must complete a full year of any core course or pre-requisite class in order to be awarded a full credit for the course.

## Transfer Credit

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Students who transfer to MSSD from another high school program must submit an official transcript to the Admissions Office. This transcript will be reviewed, and the student will be informed of his or her grade-level status in his or her acceptance letter. MSSD will only accept transfer credits for courses with grades of "C" (70) or higher

and for courses completed in grades nine to twelve. However, the one exception is if the student took Algebra I during grade eight, the credit will be transferred.

Credits transferred from other programs will be listed as a "pass" grade and will not be included in the student's GPA. Community service hours from other programs will not be transferred.

## Mid-Quarter Progress Report and Report Cards

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The mid-quarter report will be sent home to parents or legal guardians halfway through each quarter. These reports will share information about student progress in the following areas: class work, homework, projects, quizzes, and tests. Questions regarding these reports should be directed to the teacher who completed the report.

## Honor Roll

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Students at MSSD earn the distinction of being placed on the Honor Roll based on the following GPA each quarter:

Gold:	3.68-4.00+
Silver:	3.34-3.67
Bronze:	3.00-3.33

Students receiving an "Incomplete," a "D," or an "F" as a grade in any class will not be eligible for the Honor Roll that quarter.

## Academic Probation

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Students who earn failing grades in two classes, or who have an overall GPA below 2.0 on their mid-quarter report (MQR) or report card, are placed on academic probation (AP) for the subsequent five weeks until the next MQR or report card is available. If they earn a GPA at or above 2.0 and are not failing two classes on their next MQR or report card, they are released from AP.

The following measures are taken to provide students on AP with the support they need to improve their academic achievement:

- For the entire five weeks on AP, the student is required to participate in the Eagle

Support Program, where staff members monitor his or her work completion.

- Students on AP are required to attend seventh period class.
- Students on AP will not be excused from seventh period class and their dormitories during the study hours for any reason (e.g., participation in athletics, performing arts, the ASP, student organizations).
- Students on AP are not permitted to attend field trips because they cannot miss classes. They are also not permitted to participate in athletic games, drama productions, and special events.

## Academic Dishonesty

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MSSD continually emphasizes the importance of academic honesty. Students are taught about plagiarism and how to properly document information from other sources. Students are also made aware that copying from any source—published information, classmates' work, etc.—is not acceptable. Consequences for plagiarism include the following:

- **1st offense:** A grade of zero for the assignment
- **2nd offense:** A grade of zero for the assignment and two days of In-School Suspension
- **3rd offense:** A grade of zero for the assignment and four days of In-School Suspension

## Homework

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Homework is considered to be a critical component in helping our students improve their academic performance. Homework can assist students in reinforcing previously taught skills, in exploring and extending knowledge, in preparing students for future lessons, in challenging and inspiring independent learning, and in exploring new talents and skills.

If a student is absent from school due to an approved excusable absence, homework will be provided after the third day of the absence. Homework will not be provided for at-home

suspensions that are one week or less in length. Students who are suspended for one week or less should collect make-up work from their teachers upon their return to school.

Additionally, students who miss classes during the school day for any reason (e.g., field trips, appointments with the speech therapist or Student Health Service, off-campus appointments, internship) are responsible for going to see their teachers after school that same day to get homework assignments and turn them in on time the next day.

## Make-Up Work

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Students are expected to make up all class work due to an absence from school. If the absence from class is excused, the student will be given credit for the make-up work as long it is completed in the allotted amount of time.

Students out for an excused absence will be given a number of days equal to the number of the days that they were absent to complete and turn in their make-up work for credit. For example, if a student is out for four days for an approved excused absence, then he or she will have four school days upon returning to school to complete his or her work. An exception to this would be when a student misses school at the end of a quarter for a pre-approved excused absence. In this situation, the student will be required to complete and turn in all assignments prior to departure.

If the absence from class is unexcused, the student will not receive credit for the work (e.g., tests, quizzes, class work, class participation), and a zero will be recorded for the missing work. A student absent for an unexcused absence may receive credit for a long-term project that is due during his or her absence provided that the student completes and turns in the project prior to his or her departure from school. Projects not submitted before the student's departure will not be given any credit. Students may not take tests or quizzes early and expect to receive credit. Students are still encouraged to complete the work missed as it will assist with their education.

If a student is absent from school for three or more days due to an approved excusable absence, then the work will be either e-mailed home or collected and mailed home. Students on five days



of home suspension should collect their work from teachers upon their return to school. Work will be sent home for students on 10 days of home suspension.

## **Graduation Requirements**

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### **Merit Diploma Course Requirements**

Cumulative GPA must be 3.0 or above.

- English (one year each of English 9, 10, 11, and 12).....4
- Mathematics (Algebra I, Geometry or Algebra II, plus 2 other math courses).....4
- Science.....4
- Social Studies.....4
- Physical Education (including the following).....1
  - PE.....½
  - Health.....½
  - Swimming test
- Elective Courses (including the following).....3
  - Arts.....½
  - Technology.....½ (skills/knowledge aligned with standards OR complete computer course)
  - Deaf Studies.....½

PLUS:

- Minimum reading and math competencies
  - Reading: Tenth grade
- Community service
- Internship
- Senior Portfolio

Only recipients of the merit diploma will be eligible for the valedictorian and salutatorian awards. These recipients must have attended MSSD for a total of seven consecutive quarters (junior and senior years). The students with the highest average of all seven quarter GPAs are awarded the valedictorian and salutatorian honors. Students who elect to stay a fifth year at MSSD are not eligible for these honors.

### **Standard Diploma Course Requirements**

Cumulative GPA must be 2.0 or above.

- English (one year each of English 9, 10, 11, and 12).....4
- Mathematics (Algebra I, plus 2 other math

- courses).....3
- Science.....3
- Social Studies.....3
- Physical Education (including the following).....1
  - PE.....½
  - Health.....½
  - Swimming test
- Elective Courses (including the following).....3
  - Arts.....½
  - Technology.....½ (skills/knowledge aligned with standards OR complete computer course)
  - Deaf Studies.....½

PLUS:

- Minimum reading and math competencies:
  - Reading: Eighth grade (if between fifth and eighth grade, the literacy level will be indicated on the transcript)
- Community service
- Internship
- Senior Portfolio

### **Certificate of Completion Course Requirements**

Cumulative GPA must be 2.0 or above.

- English (one year each of English 9, 10, 11, and 12).....4
- Mathematics.....3
- Health.....½
- Additional academic coursework

PLUS:

- Community service
- Internship
- Senior Portfolio

## **Advanced Placement and Honors**

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The Advanced Placement (AP) and Honors classes at MSSD are offered as part of an intellectually challenging, rigorous, advanced program for students interested in pursuing higher academic challenge.

Honors courses provide the student with a challenging, in-depth look into the subject matter

through a wide variety of higher-level assignments and readings.

Although somewhat similar in rigor, AP courses are actually college equivalent classes that provide the student with a reading- and writing-intensive foundation from which to gain competency in a particular discipline. At the end of the course, the student is expected to pay and take the AP test in the particular subject, for which a passing score earns him or her college credit. The College Board decides upon standards for the national AP programs. For more information about the College Board, visit their website at [www.collegeboard.com](http://www.collegeboard.com).

Although national debate exists about which students to allow into AP or honors courses, MSSD believes in encouraging average as well as above average-performing students to enroll in these classes. However, due to the required reading level of the course materials, students must be on grade level, one grade level below, or above grade level in their reading score in order to participate in Honors or AP classes.

## Promotion Policy

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MSSD students are required to earn a minimum of five credit units per year, at least one of which must be for their current grade level in English, in order to enter the next class, as follows:

**To be a sophomore:** 5 credits (including one full credit of ninth grade English)

**To be a junior:** 10 credits (including one full credit of ninth and tenth grade English)

**To be a senior:** 15 credits (including one full credit of ninth, tenth, and eleventh grade English, and a demonstrated ability to complete MSSD graduation requirements within the coming year)

Students interested in summer courses can take up to two credits towards their graduation requirements. Requests to take summer courses need to be made in advance and approved by the assistant principal. These credits will be considered transfer credits. Please refer to the "Transfer Credit" section in this handbook.

## Community Service Requirement

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All students planning to graduate from MSSD are required to complete a minimum of 36 community service hours.

MSSD does not accept transfer community service hours from other programs. Community service hours must be completed outside of MSSD and KDES. Students must complete the community service form and submit it to the assistant principal for approval in order to get credit for their hours. Completed community service forms must be submitted to the assistant principal within 60 days of the completed service in order to receive credit. Please see the Community Service Guidelines for more information.

## MSSD Internship Program

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All students will participate in a work internship program for one semester during their senior year. Research has shown that high school work internships are key to successful employment following high school. The MSSD Internship Program is a structured learning experience that provides students with an opportunity to develop positive work habits, learn how to get along with supervisors and coworkers, gain knowledge about a variety of careers, and develop positive work attitudes and ethics. This type of career-based learning provides all students with knowledge, skills, and experiences that support their achievement during and beyond high school.

Senior students may work on campus at Gallaudet University or off campus in a variety of government, private, and nonprofit settings in the Washington, D.C., metropolitan area. Each student will work at his or her internship site for one full day a week during the internship semester. Students participating in the internship program are responsible for checking with their teachers the day prior to their internship day in order to get work they will miss while out on internship.

## 60-Day Notice

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A 60-day notice will be given to parents or legal guardians when a student fails to make academic or social/emotional gains at MSSD over time after documented attempts to intervene, support, and modify the student's program in an effort to meet that student's individual needs. The 60-day notice

will be provided to the parents or legal guardians and to the LEA. MSSD educational planners and administrative staff members will work collaboratively with the parents or legal guardians and the LEA to assist with placement needs to ensure a smooth transition to another educational program. The student will be provided with appropriate educational programming until an alternative placement is identified during the 60-day period.

## **Visitors During the School Day**

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Family members, friends, and other individuals seeking to visit a student at school must contact the assistant principal at least 24-48 hours in advance to arrange a visit during school hours. Visits requiring an interpreter for the parents to participate in a class or meeting require five days' notice so that arrangements can be made. All visitors must sign in at the reception desk in the lobby to receive a visitor badge. School office personnel will meet visitors in the school's front lobby and facilitate their visit. Students may not be called out of class without permission from the assistant principal's office personnel.

Parents or legal guardians wishing to observe their child's classes need to make arrangements with the assistant principal's office personnel at least 48 hours in advance of their requested observation. Once approved, the assistant principal will make the necessary arrangements for the observation. Parents should plan to arrive by 8:15 a.m. on the day of their visit and sign in at the front desk. A visitor pass will be issued along with a copy of their child's schedule. Parents need to bring their own lunch as lunch is not available for purchase in MSSD's cafeteria.

In order to reduce the number of distractions for our students and teachers during critical times throughout the year, school visits/observations will not be allowed during the following times:

- The weeks of state and standardized testing
- The first week of each semester
- The last two weeks of each semester
- Special event days as determined by the administration

## **School Field Trips**

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Given MSSD's location in the Washington, D.C., metropolitan area, field trips are an important aspect of students' educational program. Visits to the various museums, government offices, historic sites, and libraries are an integral part of MSSD's academic unit plans. Most trips are in the local D.C. metropolitan area. Trips not related to the curriculum will not be planned during the school day. Students are expected to follow the Code of Conduct and the dress code while on field trips. Buses will return to MSSD by 2 p.m. that day. Students on academic probation at the time of the field trip will not be permitted to attend since they cannot miss other classes that may meet during the time the trip takes place.

## **Lost or Damaged Books and School Materials**

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Students are responsible for all books and materials they receive that are issued by the school. If a student loses or damages a book or other type of material, he or she must pay the full replacement cost before a replacement will be issued. If unpaid, this will be considered a school debt. Textbooks are to be used for several years and we expect students to utilize proper care to ensure future use by other students.

## **School Debts**

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The school will not release quarterly report cards, school records, or copies of transcripts until all outstanding fees have been paid. Students with outstanding debts will not be permitted to participate in athletics, school performances, or school and Student Life events.

Students who are on a payment plan (which must be requested at the beginning of the school year and is subject to approval) may participate in athletics, school performances, and events as long as the payments are being made on time each month. Students on a payment plan who miss two months of payments will be placed on default status, and they will be denied admittance to athletics, school, and Student Life events/activities. In order for students with default status to participate in sports, field trips, activities, or events, their debt needs to be paid in full.

Health insurance debt has to be paid off at the end of the academic year or the student cannot return in the following academic year.

## **School Supplies**

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All students are expected to come to school prepared. While the school will provide parents and legal guardians with a detailed list of supplies that their child will need to have a successful school year, below are some general supplies that all students need at each grade level:

- 20 black/blue ink pens
- 10 #2 pencils
- Notebooks/loose leaf paper
- Composition notebook
- 6 book covers
- Colored pencils (one set)
- Markers (one set)
- 2 erasers
- 12-inch ruler
- 2 packages of 3x5 index cards

- 3-ring binders (enough to have one for each class)
- Notebook dividers
- Folders (enough to have one for each class)
- Graph paper
- 1 bottle of Whiteout
- Dictionary
- Scissors
- 2 glue sticks
- 3 highlighter pens
- Scientific calculator (TI-83 or TI-84 graphing calculator is required for Algebra and up)
- Backpack
- USB (strongly recommended)

## **Food and Drink**

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Food and drink (with the exception of water) are not permitted in the classrooms. Students will have an opportunity to eat and drink during lunchtime or after school in the Eagle Zone. Food may not be taken out of the cafeteria, and no outside food should be brought into the cafeteria.

## **ATHLETICS PROGRAM**

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The MSSD Athletic Department proclaims eligibility rules governing the participation of MSSD's student-athletes and conduct of its programs. The following represent the general rationale addressed by the National Federation of State High Schools Association, the District of Columbia State Athletic Association, and the league eligibility rules.

All of MSSD's teams compete in the Potomac Valley Athletic Conference with the exception of the wrestling, rugby, and football teams. The wrestling team competes in the Metro Area Wrestling League and the rugby team competes in the Metro Area Varsity Rugby Conference. The football team competes independently.

It is important to understand that participation on an athletic team at MSSD is a privilege. Being on and maintaining one's membership on a team means accepting all responsibilities of a student-athlete. However, equal or guaranteed playing time does not exist. In an effort to win, the coaches will use players best suited to the conditions and demands of the contest at a given time.

All student-athletes are encouraged to stay on their teams until the season is finished. A student-athlete has a two-week period at the beginning of each season to decide not to participate without any consequences. This is to encourage student-athletes to try new sports. Two weeks after the beginning of a season, student-athletes who leave the team will be ineligible to rejoin any team in the following season. The fees paid after two weeks will be nonrefundable.

### **Athlete Eligibility**

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#### **Age Eligibility**

Students who turn 19 on or before August 1, 2017, are ineligible to participate in interscholastic competitions for the 2017-2018 school year.

#### **Playing Eligibility**

- A student is eligible to participate in regular season, playoff, and/or championship athletic contests for a maximum of eight semesters in grades nine through twelve.

- Student-athletes must be enrolled students at MSSD.
- Student-athletes may not participate in the Performing Arts Program during the season.

#### **Academic Eligibility**

Students placed on academic probation will be ineligible to participate in athletic contests but may be able to participate in practice at the coach/athletic director's discretion.

#### **Parental Consent**

Student-athletes must submit all forms (Sports Participation Parental Consent, Concussion, Physical Examination, and Authorization) completed and signed by their parent or legal guardian indicating permission for participation in a sport.

#### **Physical Requirements**

Student-athletes must be examined and certified as being physically fit to participate in any try-out or to be a member of a school team. A qualified physician must perform the physical examination every year. No exceptions will be made.

### **Practice and School/Game Attendance**

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#### **Practice**

Safety is a priority for student-athletes. They are expected to stretch, undergo conditioning, and observe safety practices as directed by the coaching staff. Practice will take place daily after school Mondays to Fridays unless specified by the coach/athletic director. Attendance to practice is mandatory. Teams may not participate in games and/or practice seven days in a row.

#### **In-Season Conditioning**

During the course of the season, a team may have required in-season conditioning sessions after school. Attendance for conditioning sessions is mandatory.

## School Attendance

- Student-athletes are required to attend their classes on the day of a game. Any student-athlete absent from three classes or more, or who has a work internship on a game day, will not be permitted to participate in that game unless he or she is granted an excused absence. Students that are in SHS for more than three class periods on a given day will not be allowed to participate in practice or games that day.
- Student-athletes agree to be on time for all practices, meetings, and games. They realize that being late to practice without a reason is unexcused and will not be tolerated.
- Student-athletes agree to obtain prior permission from the coach if they know they will be late or will miss a team function.

## Suspensions

A student-athlete may be suspended from his or her athletic team for disruptive behavior or repeated failure to comply with a coach's instructions.

Student-athletes receiving In-School Suspension, In-Dorm Suspension, or home suspension will not be allowed to participate in practice or compete in games for the duration of the suspension. Athletes may or may not return to the team, or lose the privilege to try out for a sports team for one season, two seasons, or the current academic year, depending on the seriousness of the violation of school rules.

## Injury or Illness

- Student-athletes recognize that lack of practice due to any injury may limit their playing time.
- Student-athletes understand their responsibility to attend practices and games unless excused by their coach.
- Student-athletes agree to inform their coach or athletic trainer of any illness or injury that they feel may affect their playing ability.
- Student-athletes with concussion will not be permitted to travel. As part of the concussion recovery plan, no travel will be permitted until student-athletes have full

play clearance by the athletic trainer.

## Responsibilities of a Student-Athlete

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Student-athletes are expected to adhere to the following guidelines:

- The team's goals, welfare, and success must come before any individual.
- An athlete needs to consistently attend practice sessions.
- Players must be receptive to coaching.
- Team members are responsible for all issued uniforms and equipment.
- As a member of a team, a student-athlete must agree to and follow the team rules. Student-athletes need to remember that they are ambassadors and represent not only themselves but also MSSD and its Athletic Department.
- If injured, a student-athlete must report all injuries to either the coach or the athletic trainer.
- Injured athletes may be exempt from participating in practice but must attend all daily treatments and rehabilitation.

## Athletic Conduct

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While under the supervision of the coaching staff at MSSD, and while engaging in any activity connected with a team, a student-athlete must at all times place the best interests of his or her team and his or her school above his or her own personal interests. This includes all practice sessions, games, traveling to and from events, and any other situation where the purpose of the activity is related to team membership.

In cases where the conduct of a student-athlete becomes inappropriate as a representative of MSSD's interscholastic program, he or she may be subject to expulsion from the team. The coach/athletic director will take such measures only after consideration of the circumstances.

The following is a list of violations which would in all probability result in the forfeiture of team membership. This list should not be considered

complete since there could be other infractions occurring with the same severity.

- Use of drugs
- Use of tobacco products
- Use of alcohol
- Stealing
- Flagrant misconduct
- Insubordination
- Failure to meet responsibilities to the team (family vacations, other than during the times designated by the school calendar; hair appointments; and other nonessential appointments are examples of unacceptable substitutes for team practice sessions and contests)
- Poor sportsmanship
- Hazing

Student-athletes may be suspended from their teams for disruptive behavior or repeated failure to comply with coaches' instructions and/or expectations. Head coaches and/or the athletic director will describe expectations at the beginning of each season.

## **Rules Regarding Unsportsmanlike Conduct**

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- A student-athlete who is ejected from a game for unsportsmanlike conduct or fighting will not be allowed to participate in the next game.
- A substitute who leaves the team box or bench and enters the playing area during a fight will be ejected.
- Disqualification of a student-athlete for the second time in the same sport or any other sport during the school year will result in the penalty being doubled.
- Disqualification of a student-athlete for the third time in the same sport or any other sport during the school year will result in him or her immediately being dismissed from the team for

the remainder of the season. The offending student-athlete will be prohibited from any further participation in the interscholastic program for the remainder of the school year.

- An ejection or disqualification prevents a player from attending the next regularly scheduled contest. This includes riding the bus; being in the locker room; standing on the sidelines; or sitting on the bench, in the stands, or anywhere else at the contest site.

## **Equipment and Uniforms**

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Student-athletes agree to take good care of their uniforms and equipment and will pay to repair or replace them if damaged or lost due to negligence. Failure to return a uniform or a piece of equipment, or to pay for its repair/replacement, will prevent the student-athlete from registering for camp, participating in other sports, and/or obtaining his or her diploma/certificate/transcript.

## **Out-of-State Trips**

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At times, MSSD's teams participate in regional/national tournaments or contests that may require team members to fly to the tournament or contest site. This is a costly expense for the athletic program to cover. Team members may do fundraising events and other activities as a means to help reduce the cost of student-athletes' airfare. Parents and legal guardians are expected to pay for the difference. If a student receives a suspension and cannot go on the out-of-state trip, parents/guardians may be required to reimburse the full amount of airfare or bus fare.

Student-athletes shall abide by the Student-Athlete Code of Conduct. Violation of this code, as well as any violation of the MSSD Student Code of Conduct, may result in suspension or dismissal from the team as determined by the athletic director or other school administrators.

## EDUCATIONAL PLANNING AND SUPPORT

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The Educational Planning and Support Office (EPS) has a broad range of services available guided by the needs of the MSSD student population. The EPS team works in conjunction with other programs at MSSD to promote self-directed, independent, and resourceful learners demonstrating the essential knowledge, literacy, and social/communication skills necessary to be effective, productive, and contributing members of society. Throughout the year, EPS staff members provide workshops, training, and one-on-one support to students, parents, legal guardians, and school personnel. At MSSD, we emphasize student enrichment through the teaching of five outcomes: academics, communication, critical thinking, emotional intelligence, and life planning. The EPS team works closely with students to ensure that these outcomes are not only learned but also applied on a daily basis. The EPS team comprises the following personnel:

**IEP coordinator**—Facilitates students' IEPs and scheduling in concert with students' case managers, monitor students' academic progress as it relates to the IEP process, and tracks compliance with IEP records

**Educational planner**—Works collaboratively with the IEP coordinator and case managers to facilitate IEP meetings and help track progress toward requirements for graduation

**School counselors**—Provide individual/group counseling services, implement school-wide prevention programs, and offer training and

workshops for students and school personnel

**School psychologist**—Provides psycho-educational assessments in the areas of cognitive, socio-emotional, academic, and behavior; provides aid in school-wide programs enhancing the well-being of students; and offers training or workshops for students and school personnel

**Student support specialists**—Offer positive behavior intervention and support for students; provide guidance and assistance in disciplinary circumstances as well as everyday encouragement for positive student development

**Social worker**—Provides student counseling, family support, community outreach and collaboration; liaises with school and families for coordination of comprehensive and wrap around services

The EPS team works with teachers, administrators, and school personnel to develop strategies to best accommodate the individual and group needs of students in and out of the classrooms. The team members participate in IEP meetings, and other meetings to monitor students' development and well-being. The EPS team addresses a broad range of issues related to programming needs, positive student development, assessment, and many other services for deaf and hard of hearing students and their families.



### Students Living in the Dormitories

#### Defining Residential, Local, and Commuter

**Residential students**—These students reside in the dormitories and are not expected to go home until closed weekends. Residential students are those who live more than 60 miles from the campus.

**Local students**—These students reside in the dormitories Sunday through Thursday. They are expected to go home on Friday at 3:15 p.m. and return on Sunday after 3:30 p.m. unless they are involved in after-school, athletics, or performing arts programs and have approval to stay from a Student Life administrator. A request to stay in the dorm for the weekend needs to be submitted by 8 p.m. on the Tuesday before the weekend. Local students are expected to submit closed weekend information. Local students are those who live more than 12 (but less than 60) miles from the campus.

**Commuter students**—These students do not reside in the dormitories. They are required to sign in at the front desk each morning upon arrival. They are not permitted to enter the school building or gym before 8:20 a.m. unless they have a pass from a teacher or are accompanied by a staff member. Students must wait in the designated waiting area near the MSSD front door if they arrive to school before 8:20 a.m. Commuter students are expected to sign out and go home after school each day at 3:15 p.m. unless they are meeting with their teachers until 3:45 p.m. or are involved in after school programs, sports, or events and have obtained approval from a Student Life administrator to stay.

Students who live within a 12-mile radius of MSSD who wish to live in a dormitory will need to fill out the residential placement application form. The applications are reviewed each semester based on current enrollment, student needs, and space limitations.

#### Residence Hall and Student Rooms

The MSSD residence hall accommodates up to 160 students.

Each bedroom has a bed(s), a night stand(s), a closet(s), a thermostat to control air conditioning and heating, doorbell/light switch, and an emergency fire alarm strobe light.

#### Renter's/Student Insurance

It is strongly recommended that students purchase renter's or student insurance to protect their items against theft, fire, and/or damage as well as liability insurance to protect the student if he or she has caused damage to MSSD and/or other student's property.

MSSD neither undertakes nor assumes any responsibility for protecting private personal property from any type of loss, including theft, fire, or damage. Therefore it is strongly recommended that students insure any personal property on campus through a family policy or through the purchase of separate renter's or student insurance policy.

In addition, MSSD reserves the right to hold students responsible for any damage that they cause to MSSD property or other liability claims. Liability insurance coverage can protect students from this risk. If liability coverage in a family insurance policy does not extend coverage to a student's campus activities, separate insurance for this exposure is advisable and available from any insurance agent.

#### Student ID and Room Key

Students are fully responsible for replacing lost student IDs and room keys. A student who loses an ID or room key must inform his or her staff members of the loss within 24 hours of the discovery of the item missing.

- **Student ID**—Students will be required to pay \$10 for a replacement ID. See the "Identification Card" section of this handbook for more information about student ID cards.
- **Room key**—Each student will be required to pay a \$75 key/room deposit. The deposit

is refundable when the key is returned if the room is not damaged. If the key is lost, the key/room deposit will cover the cost of changing the lock and the student will be required to pay the difference to keep the full \$75 deposit in his or her account.

### **Room Maintenance and Inspection**

Students are required to keep their rooms neat and clean daily. There are vacuum cleaners on each floor for student use. Students must empty their wastebaskets regularly. Rooms are regularly inspected. Privileges may be revoked if a student does not keep his or her room clean.

Moving bedroom furniture causes damage to bedrooms. Students are not allowed to move furniture. Willful destruction of school property is a violation of the MSSD Student Code of Conduct and will be addressed accordingly. Costs incurred from damages to school property (furniture/room) will be billed to the student and his or her parents or legal guardians. Students must pay for damages to MSSD property first before they can participate in any events or receive a transcript.

At the beginning of the school year, before closed weekends/holidays, and at the end of the school year, each student is required to have his or her room inspected by a staff member using a checklist that will be signed once the inspection has been completed.

### **Roommate Selection**

New students will not know who their roommates are until they arrive. Roommate changes will not be permitted for the first two weeks of school. Returning students will select their rooms and roommates in the spring.

Students are expected to stay with the same roommate(s) throughout the semester. They may fill out the roommate preference form at the end of school year for the upcoming school year.

### **Room Decorations**

Personalizing a room so that it is a comfortable space to live in is a natural inclination of students. It is important to consider how to decorate a room so that damage to walls, doors, and windows does not result. Decorations are not permitted on the walls; however, students may decorate the bulletin boards located in each room.

Students are not permitted to:

- Hang inappropriate pictures or statements advertising or advocating the use of drugs, alcohol, tobacco, or other illegal or harmful products; containing sexually suggestive messages, obscenities, or profanity; or advocating violence or the use of weapons
- Drill any holes
- Use adhesive-backed permanent hooks
- Use glue or paste
- Use double-stick foam
- Use contact paper
- Use nails or screws in the walls, ceiling, or doors
- Remove, relocate, or disassemble furniture, including moving furniture from one room to another
- Elevate, stack, or upturn furniture
- Hang objects from ceiling fixtures (e.g., light fixtures, sprinkler heads, smoke detector, strobe lights)

Students may not paint walls, doors, furnishings, or any other fixtures in the rooms. Plants brighten up a room, but they should be placed in an area where water will not cause any damage. Doors and/or doorframes or closures marked in any way are considered vandalized. The door bolt lock should not be used as a prop to keep the door open because it could cause significant damage to the door. Any defacement of a room will be billed to the student occupants of that room based on the Facilities Department's estimate for repair or replacement. Students should not make any repairs to damage in their rooms, in the hallways, or in school facilities.

### **Linens**

Students should bring a minimum of two bed sheets (twin size), two pillowcases, a bedspread, a blanket, a pillow, and towels.

### **Securing Personal Belongings**

Students are fully responsible for protecting their property by keeping their rooms locked when they are not there. Valuables should be locked away for safekeeping. Students should mark their belongings prominently with their names.

**Note:** MSSD is not responsible for theft of, loss of, or damage to any student's personal property.

## **Clothes and Laundry**

Students should bring clothing appropriate to the season of the year. Their wardrobe should include at least one dress-up outfit as well as clothing for the different activities offered at MSSD, such as swimming, social events (e.g., Homecoming dance, Prom, awards ceremony, graduation), outdoor events, exercising, etc.

Separate boys and girls laundry rooms are available. The laundry fee for both residential and local students is \$75 per year.

Students must bring their own detergent. Laundry detergent can be purchased at the MSSD Eagle Zone, the Gallaudet University Bookstore, or a nearby supermarket. Mothballs are not permitted in the residence hall.

## **Electrical Equipment**

Students may bring any of the following electrical equipment and will be expected to operate such equipment properly, safely, and in accordance with the handbook rules:

- personal computer/laptop
- radio
- video games
- hair dryer
- electric curlers or rollers
- iron that can be turned off automatically
- personal miniature refrigerator
- small television (32 inches or smaller)
- stereo with required headphones
- compact blender/mixer (e.g., Magic Bullet)
- K-cup coffee machine
- other small personal items

All other electrical equipment is forbidden and will be confiscated. This includes:

- hot pot
- microwave
- popcorn popper
- any other electrical equipment other than those items listed above

Cooking is not permitted at any time in student rooms.

**Note:** MSSD is not responsible for theft or damage to students' personal belongings. Parents or legal guardians may wish to consider purchasing renter's or student insurance to cover items brought into the dormitories. See the "Renter's/Student Insurance" section of this handbook for more information about renter's or student insurance.

## **Alarm Clocks**

An alarm clock with a flashing light/bed vibrator system is required. Students are expected to wake up on their own, get ready for school, and report to breakfast in preparation for class.

## **Toiletries**

Students should bring all basic toiletries with them at the beginning of the school year. Thereafter, those items may be purchased at the MSSD Eagle Zone, the Gallaudet University Bookstore, or a nearby supermarket.

## **Medication Policy**

Students are not permitted to keep medications of any kind in their dormitory rooms. All medications must be stored in the Student Health Service, including over-the-counter medications such as Tylenol, Advil, and vitamins. Supplies of medications are dispensed as directed by the Student Health Service. Parents and students are responsible for bringing the medicines to SHS.

## **Transportation Options**

Parents and legal guardians are fully responsible for providing their children with transportation to MSSD, including covering expenses to and from the school. Students may come by car, bus, train, subway, or plane. MSSD will not cover any travel expenses for commuter, local, or residential students. (See "Transfer to Departure Destinations" in this handbook for more information on specific modes of transportation.)

## **Telephone/Videophone**

The residential program contact number is (202) 250-2167 (videophone/Video Relay Service) from 12-10 p.m. every day.

Videophones are available on each dormitory floor and in strategic places around campus. All

outgoing calls should be made from these phones. Students, parents, and legal guardians are encouraged to use videophones or the Video Relay Service. No videophones are permitted in bedrooms. Students may be required to submit their IDs when borrowing the videophones remote. There is a time limit of 20 to 30 minutes per student to use videophones.

No phone calls may be made or received during study hours or after 10:30 p.m. from Sunday through Thursday except for emergencies (e.g., medical purposes, family emergency). Occasionally the dormitory will be closed to encourage student participation in on-campus activities.

If a parent or legal guardian needs to call the dormitory office, he or she should call the residential program main line at (202) 250-2167 (videophone) between 12-10 p.m. After hours, the calls or texts should be made to:

### Boys Dorm Contact Information

Videophone/VRS: (202) 559-5273 (2<sup>nd</sup> floor)  
Videophone/VRS: (202) 559-0420 (3<sup>rd</sup> floor)  
Text: (202) 905-6749

### Girls Dorm Contact Information

Videophone/VRS: (202) 250-2368 (2<sup>nd</sup> floor)  
Videophone/VRS: (202) 559-0421 (3<sup>rd</sup> floor)  
Text: (202) 905-6001

### Mail

Mail is delivered to the dormitory staff offices daily after 5:30 p.m. Fed Ex and UPS packages are typically delivered directly to the MSSD front desk. Students can pick up delivered packages at the front desk at 3:15 p.m. during the week.

**Note:** It is highly recommended that parents and guardians use Fed Ex or UPS when sending time-sensitive mail to the student. They should keep the tracking information secure in case the mail does not arrive to the student.

The mailing address for students is:

*Name of Student*  
MSSD #117  
800 Florida Avenue, NE  
Washington, DC 20002-3695

### E-mail/Pagers

Gallaudet University e-mail accounts are available free of charge to all students. It is strongly recommended that parents and legal guardians establish a personal e-mail account at home so that they may easily reach their children while they are at MSSD. Each dormitory has a computer lab where students may read and send e-mail.

MSSD's dormitory staff members have pagers that are capable of receiving e-mails and text messages. Parents and legal guardians may contact staff members at these dormitory pager addresses if they wish to communicate with the staff members or to request that their child get in touch with them:

### Boys Dorm

[mssdboysdorm@gallaudet.edu](mailto:mssdboysdorm@gallaudet.edu)  
Text: (202) 905-6749

### Girls Dorm

[mssdgirlsdorm@gallaudet.edu](mailto:mssdgirlsdorm@gallaudet.edu)  
Text: (202) 905-6001

## Student Life General Rules

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### Dormitory Behavior

Students are expected to respect others, property, and the dormitory rules. Specific expectations include, but are not limited to:

- Respect for students and adults as demonstrated by civil and courteous behavior, including words and actions. Gossiping, rudeness, and the use of profanity, whether in common areas or in the privacy of a dormitory room, demonstrate disrespect for others.
- Respect for property as demonstrated by maintaining neat vestibules and hallways, picking up trash, and not defacing walls, furniture, or the property of others. Borrowing items without permission is the equivalent of stealing, demonstrates disrespect for others and for property, and is unacceptable.
- Respect for dormitory rules as demonstrated by abiding by the rules and accepting the consequences gracefully when mistakes are made.

## After School Programs

MSSD's Student Life provides the After School Programs (ASP) for all students to offer them continued growth after the regular school day. Students who live on campus are required to participate in the ASP if they are not participating in the athletic or performing arts programs. Classes vary throughout the school year. Students rotate activities three times during the year according to the season.

MSSD's Performing Arts Program offers fall and spring student productions and an annual winter dance concert. Students have the opportunity to audition before they are selected for roles/characters. Participation in the ASP is considered a privilege and is contingent upon satisfactory performance in academics. Students who are on academic probation may be permitted to participate in rehearsals but will not be able to participate in the drama productions.

Students are required to sign in for their ASP classes in the Eagle Zone, and student-athletes are required to sign in at the gym. Students in the Performing Arts Program must check in at the Theatre Malz. If a student is late for an ASP class or sports practice/event, he or she must sign in at the front desk and bring a signed pass from his or her teacher to give to the instructor/coach.

The ASP includes, but is not limited to:

- Sports
- Performing Arts Program
- Media club
- Outdoor activities
- Do-It-Yourself (DIY)
- Cooking
- Botball

## Sign-In/Out Procedures

Students are required to sign in for their ASP activity. If a student does not show up at the designated time for his or her ASP activity, the student is late and must bring a signed pass from his or her teacher to give to the staff member on duty. If a student knows that he or she will be late for his or her activity, he or she must sign in on the sign-up sheet at the MSSD front desk.

## Dormitory Curfew

The Student Life program has curfew rules that the students must follow. Students are required to report to their dormitories:

- **Sun-Thurs:** 9:20 p.m. (9:30 p.m. SLOM)
- **Fri-Sat:** 10:45 p.m. (10:50 p.m. SLOM)

## Lights Out Curfew

Curfew hours are important; they enable students to manage their time and get enough rest. Lights in the dormitories will be turned off on the following schedule:

	Sun-Thurs	Fri-Sat
3 <sup>rd</sup> Floor	11 p.m.	12 a.m.
2 <sup>nd</sup> Floor	12 a.m.	1 a.m.
Seniors	1 a.m.	2 a.m.

## Off-Campus Privileges

Parents or legal guardians must sign an off-campus permission form to permit their child to go off campus on his or her own. Going off campus is a privilege that is extended depending on student behavior at MSSD. Students who follow MSSD's rules and behave responsibly may be permitted to leave campus at scheduled times. (New students cannot go off campus until they complete travel training and pass the dry run test.)

**Note:** MSSD will not be held liable for any off-campus incidents involving MSSD students. Parents and legal guardians are fully accountable and responsible for their children while they are off campus.

The privilege of leaving campus may be withdrawn for disciplinary reasons. It will be revoked if students violate school policies and regulations or if they abuse the privilege.

Any location outside of the MSSD buildings and grounds is considered "off campus." This includes Gallaudet University and KDES. A pass must be obtained from teachers or staff members when visiting the Gallaudet Bookstore, the ATM machine, the Cashier's Office in College Hall, or Gallaudet's library (students must obtain a pass from their

teacher and get approval from the Student Life manager).

- **New students:** New students will not be permitted to leave campus until they have completed the Travel Training Program.
- **MSSD student ID card and room key:** Students must each have an MSSD student ID card and a room key in order to go off campus. Their rooms must be cleaned prior to departure.
- **Groups of three or more:** Unless supervised by a teacher or staff member, or accompanied by a parent or legal guardian, students are permitted off campus only in groups of three or more.
- **Groups of two or more:** Special permission may be given for students to go to the Gallaudet Bookstore, the ATM machine, the Cashier's Office, or the library on the Gallaudet University campus.
- **Sign in/out and pass:** Students must sign (both upon departure and return) the Off Campus Form in their respective dormitories and obtain an approved and a signed pass from their residential educator.
- **Academic probation:** Students on academic probation will be denied off-campus privileges on Thursdays.
- **Visiting relatives and/or friends:** Students are not permitted to enter the Gallaudet University dormitories or the Kendall apartments to stay with their relatives and/or friends except when granted special permission by the Student Life manager.
- **Loitering:** Students are not permitted to loiter on the Gallaudet University campus at any time.

Occasionally a group of students may be given permission from the Student Life manager to leave the MSSD campus for a certain purpose, to go to a specific destination, and for a set period of time. Students who have permission to leave campus during the week must return no later than study hour.

### Off-Campus Hours

- **Sun:** 11 a.m.-6 p.m.
- **Mon-Wed:** 5-9 p.m. (seniors only)

- **Thurs:** 5-9 p.m.
- **Fri:** 3:30-9 p.m.
- **Sat:** 11 a.m.-6 p.m. or 3:30-9 p.m.

The off-campus hours above are subject to change.

### Release Procedures

Students requesting an off-campus release during the week must fill out a release form one week ahead of the scheduled release and receive approval for the release in advance. Students must return to MSSD by 7 p.m., in time for Study Hall. It is the responsibility of the student to communicate off-campus release plans with the school principal and Student Life managers.

Students signing out for the weekend must understand that their release begins Friday after 3:30 p.m. and continues through Sunday after 3:30 p.m. The date and time specified on the weekend plans must clearly reflect the departure and arrival times. Students are expected to arrive back to campus before 9 p.m. on the night they specify for return. Before students will be granted weekend release, however, a form must be filled out and returned to school:

- A parent or legal guardian must fill out the Release Permission Form.
- An approved member of the host family that the student is going to stay with must fill out the Release Permission Form.

This form may be submitted to MSSD in person or faxed to the Student Life Office at (202) 651-5403. All blanks on the form must be filled in before a student will be considered for release. The Student Life manager must approve the form. General permission that covers the entire year, telephone/videophone permission, and e-mail permission will not be accepted.

Parents or legal guardians are responsible for obtaining confirmation/approval from the Student Life manager before their child will be released. Each request must be submitted on or before the Tuesday of the week of the expected release for the following weekend. The release form must also be submitted for approval before Tuesday at 8 p.m. If a student will miss classes, his or her parent or legal guardian must notify and obtain approval from the assistant principal.

## Student Life General Information

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The parent or legal guardian must either come on campus to pick up the student or the student must ride the Gallaudet shuttle bus to leave the campus.

**Note:** MSSD assumes no responsibility for a student's activities once he or she has signed out and left the campus. If the student returns to MSSD's campus, he or she is expected to sign back in and follow all policies and rules.

### Visitors

Visitors need to notify and receive approval from the director of Student Life or the Student Life manager at least 48 hours in advance. All visitors to the MSSD residence hall will need to check in at the building's front desk, receive a visitor pass, and follow instructions of the staff on duty. Residential educators reserve the right to deny access to visitors who are not members of a student's family. Visiting hours are as follows:

- **Fri:** 3-5 p.m.
- **Sat-Sun:** 1-5 p.m.

Visiting hours will be canceled if a special event is scheduled.

### Haircuts, Hair Coloring, Tattooing, and Body Piercing

For their protection, students are not allowed to cut their hair in the residence hall. If students want to cut their hair, they must do it at home.

For safety and health reasons, hair coloring (including food coloring dye and spray), tattooing, and body piercing are forbidden at MSSD. If students wish to get a haircut off site, they must get approval from their parents/guardians and the Student Life manager.

### Dormitory Restrictions

Student Life has three types of restrictions that are imposed on students who violate dormitory rules and procedures: In-Dormitory Restriction, In-Dormitory Suspension, and On-Campus Restriction. (See the "MSSD Student Code of Conduct" section for a full explanation of each restriction.) Students will face consequences if they are not in compliance with Student Life rules.

### Food Service

There is no charge for food service to students who are enrolled at MSSD. Residential students are provided with a 19-meal-a-week plan (breakfast, lunch, and dinner, Monday-Friday, and brunch and dinner, Saturday and Sunday) at the cafeteria; local students are provided with 14 meals a week (breakfast, lunch, and dinner, Monday-Thursday, and breakfast and lunch on Friday); and commuter students are provided with 10 meals a week (breakfast and lunch).

Students are not permitted to take food or drinks out of the MSSD cafeteria at any time.

Visitors are not allowed to enter the school cafeteria unless approved by an administrator. Food is not available for purchase at the MSSD cafeteria; therefore the use of the cafeteria is restricted to enrolled students, assigned staff members on meal duty, and approved visitors. All other people wishing to purchase a meal will need to look for alternative options.

### Breakfast Requirement

All residential students are required to attend breakfast in the cafeteria. Students should leave their dormitories at 7:30 a.m. to go to breakfast, arriving no later than 7:45 a.m., Monday through Friday, so that they have enough time to eat before classes. Students are to remain in the cafeteria until the school building opens at 8:18 a.m.

### Closed Weekends and Vacations

On closed weekends and other school breaks as marked on the school calendar, MSSD closes at 12:15 p.m. Each student must have approved travel arrangements with a scheduled departure of 12:15 p.m. The assistant principal will work closely with Student Life staff members to ensure that the students have a transportation plan in place by the due dates indicated on the Closed Weekend Transportation Plan Form. All arrangements should be made two weeks prior to the departure date on the Closed Weekend Transportation Plan Form and must be submitted to the assigned Student Life staff member. The form can be found in the dormitories and on the Student Life website, [www.gallaudet.edu/MSSD/Student\\_Life.html](http://www.gallaudet.edu/MSSD/Student_Life.html).

Students must leave the MSSD campus no later than 12:30 p.m. on early dismissal days. MSSD is closed after 12:30 p.m. in order to allow teachers and staff members to participate in professional development activities in the afternoon.

**Note:** All requests for early dismissal on closed weekends must be pre-approved by the assistant principal. Unapproved early dismissal will result in unexcused absences for classes missed.

## Transportation to Departure Destinations

A bus will leave MSSD to transport students to the Amtrak terminal at Union Station, the Greyhound bus terminal, the Ronald Reagan Washington National Airport, and the Baltimore/Washington International Thurgood Marshall Airport at 12:15 p.m. on the day of the closed weekend or vacation (see the school academic calendar). If a student plans to leave before 12:15 p.m., he or she must arrange for his or her own transportation to the bus station, train station, or airport (taxi or public transportation). MSSD does not provide transportation to any destination other than those indicated above; there is no transportation to Dulles Airport. Parents or legal guardians should consider this when making travel arrangements. MSSD also does not provide any transportation for the return trip to school. No transportation will be provided on the last day of school.

**Gallaudet shuttle bus services:** For more information about Gallaudet’s shuttle bus services, visit [www.gallaudet.edu/transportation](http://www.gallaudet.edu/transportation) and click on “Shuttle Bus Services.”

**Bus:** Greyhound runs through Washington, D.C. From the bus station at Union Station, students can catch Gallaudet University’s free shuttle bus to MSSD. They can also take a cab from Union Station to Gallaudet. For more information about bus options, visit:

- [www.greyhound.com](http://www.greyhound.com) (Greyhound)
- [www.megabus.com](http://www.megabus.com) (Megabus)
- [www.boltbus.com](http://www.boltbus.com) (BoltBus)

**Amtrak, Metrorail (subway), MARC, VRE, and other train service:** Students arriving into Washington, D.C.’s Union Station can catch the Gallaudet shuttle bus to MSSD or take a cab.

- **Amtrak:** For more information on Amtrak, visit [www.amtrak.com](http://www.amtrak.com).
- **Metrorail (subway):** The Metro operates seven days a week. For schedule or fare information, visit [www.wmata.com](http://www.wmata.com).

The Washington Metropolitan Area Transit Authority also offers a Metro Disability ID Card. For information about qualifying for a Metro Disability ID Card and/or buying a reduced fare SmarTrip® card or fare cards, see Metro Disability ID Card information on the above website or call (202) 637-7000 (Voice) or (202) 638-3780 (TTY).

- **MARC:** For more information on MARC train, visit [mta.maryland.gov/marc-train](http://mta.maryland.gov/marc-train)
- **VRE:** For more information on VRE, visit [www.vre.org](http://www.vre.org)

**Cabs:** Washington, D.C., cabs operate on the meter system. For more information on taxicab companies in the Washington, D.C., area, visit [dctaxi.dc.gov](http://dctaxi.dc.gov)

**Super Shuttle:** Students may opt to take the Super Shuttle from an airport to MSSD. For reservations, call (800) BLUE-VAN (800-258-3826) or visit [www.supershuttle.com](http://www.supershuttle.com)

**Flights:** There are three major airports within the Washington, D.C., metropolitan area:

- **Baltimore/Washington International Thurgood Marshall Airport (BWI):** This airport is approximately 29 miles from campus. Both Amtrak and the MARC Penn Line (Monday-Friday only) train service run between the airport and Union Station. The Metrobus runs between the airport and the Greenbelt Metrorail station, where students may catch the train to Union Station; this requires several bus/rail changes, and it may be a difficult trip for someone who is coming to MSSD for the first time. A lengthy cab ride may be the only option. For more information, visit [www.bwairport.com](http://www.bwairport.com) and click on “Ground Transportation.”
- **Dulles International Airport:** This airport is approximately 33 miles from campus. The Dulles Airport Bus runs between the airport and the Rosslyn and L’Enfant Plaza Metrorail stations, where students may catch the train to



Union Station; this requires several bus/rail changes and it may be a difficult trip for someone who is coming to MSSD for the first time. For more information, visit [www.metwashairports.com/dulles/dulles.htm](http://www.metwashairports.com/dulles/dulles.htm)

- **Ronald Reagan Washington National Airport (DCA):** The closest airport to MSSD, DCA is located in Virginia, across the river from Washington, D.C. It has a Metrorail station attached to the airport. Arriving students may take the train to Union Station and catch the Gallaudet shuttle bus or a cab from there. For more information, visit [www.metwashairports.com/reagan/reagan.htm](http://www.metwashairports.com/reagan/reagan.htm)

**Note:** Parents are responsible for checking airline, train, and bus age/escort requirements.

### **Activity Fee**

A nonrefundable activity fee of \$150 is required by the second week of school for each academic year. The fee covers membership in the Student Body Government, entrance to events hosted by student organizations, drama and dance performances, athletic events, school field trips, the yearbook, weekend activities, and other special activities.

**Note:** Students must set up a payment plan or pay all unpaid MSSD fees before they can participate in any sport, event, or activity.

### **Snack Fee**

Residents are required to pay \$75 for snacks that will be provided after school during school days.

### **Tutoring Center**

The Student Life department offers a tutoring service to all students. Students having academic difficulties or wishing to improve their grades are strongly encouraged to utilize this service.

### **Study Hours**

Study hours are required for residential students, some monitored and some unsupervised. Students are expected to focus on their studies. No television, pager, videophone, Instant Messaging, or other activities may occur during study hours.

### **Quiet Hours**

All students must observe quiet hours from 10 p.m.-7 a.m., Sunday through Thursday. Stereos should be played with headphones, and students may not congregate in groups during this time.

### **Pets**

Students are not permitted to have pets in the residence hall.

### **Student Banking**

Students are encouraged to have a personal bank account and an ATM (debit) card. Gallaudet University has a PNC Bank ATM on campus that students can use to withdraw cash.

### **Eagle Zone**

The Eagle Zone, located in the school building, is the cultural and social center for MSSD students. It has table games, videogames, board games, large screen televisions, music, and a snack bar. Movies are shown regularly for students' enjoyment. Weekend activities are posted on the communication board.

### **Weekend Activities**

Weekends at MSSD are enriched through diverse activities created by both Student Life staff members and the students. All activities are advertised on the student bulletin boards in the dormitories and the Eagle Zone. Activities may include a bus trip to a shopping mall, a grocery store, a museum, a park, a water park, or an amusement park as well as hiking and camping. Students may sign up for these activities at the Eagle Zone activities sign-up station.

### **Religious Life**

Students' personal religious convictions are valued at MSSD, although as a secular school, MSSD does not promote the beliefs of any one denomination or offer religious services on its own campus.

Religious services of several denominations are held on the Gallaudet University campus. Students may attend religious services at Gallaudet University or they may go off the Gallaudet University campus with prior arrangements made by their parents or legal guardians.

The Student Life department does not provide transportation. It must be arranged by the student's parents or legal guardians and the church/synagogue with advance permission from the student's parents or legal guardians and the dormitory staff members.

### **Leadership Positions and Representing MSSD**

Students have opportunities to compete for leadership roles in campus organizations or to compete for roles that will allow them to represent MSSD abroad through pageants and/or conference participation. Students holding leadership positions must not be in violation of school policies during

that academic year, and must have met the GPA requirement.

Students holding leadership positions who are placed on academic probation will be ineligible to participate in organization meetings/activities. If a student receives below the 2.0 GPA requirement after the mid-quarter report, he or she may be removed from his or her leadership position and its privileges. Each organization, pageant, and conference has different requirements and privileges. Students obtaining these roles will receive a copy of what the expectations are in order to assist them with fulfilling their responsibilities.

## MSSD STUDENT CODE OF CONDUCT

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Optimum learning for students occurs in an environment that is pleasant, orderly, and safe. To foster cooperative relationships among students, parents or legal guardians, teachers, and staff members, each student must share in developing and maintaining a positive environment in which learning may be accomplished.

All students at MSSD are expected to demonstrate being positive, model citizens by following the MSSD Student Code of Conduct during the time that school is in session. When an Incident Report is received, it will be investigated to determine whether or not there has been any Code of Conduct violation. MSSD has established four levels of action to address any misconduct. The school is not responsible for incidents when school is not in session, such as during closed weekends, school holiday breaks, and summer break. However, MSSD students are expected to demonstrate positive conduct at all times. School personnel may address inappropriate conduct displayed at any time, including during school breaks, that compromises the safety and well-being of other students and/or that has a negative impact upon the reputation of the school.

All students at MSSD are subject to District of Columbia, state, and federal laws and may be accountable to the District of Columbia, state, and federal justice system for any violation of such laws. Students deemed dangerous to themselves or others may be removed immediately from the premises for the period allowed by law.

### **Preponderance of the Evidence**

The burden of proof and evidence standard used to investigate or adjudicate all MSSD Student Code of Conduct cases is the preponderance of the evidence standard. *Preponderance of the evidence* means a greater weight of evidence or information, or "more likely than not" that the violation of policy, procedure, or Code of Conduct occurred.

### **Consideration of Previous Year(s) Behavior**

For some serious offenses, a student's behavior in previous year(s) may be considered in determining an appropriate finding and/or in dispensing consequences.

## **Level 1 Offenses**

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Level 1 behaviors are those behaviors that are insubordinate or cause minor disruptions to the academic/student life environment and may involve minor damage to MSSD property or harm to self or others. Level 1 behaviors result in disciplinary responses that may be elevated to administrative response if they are not successfully abated by the teacher/staff.

MSSD firmly believes in promoting student growth and will determine the most appropriate learning experience or disciplinary action. Repeat violations of the same Level 1 offense may result in Level 2 disciplinary action. More than one action may be considered, when appropriate, depending on the nature of the violation. The following is a list of possible disciplinary actions for any violation in Level 1.

### **School Consequences**

Each teacher will handle minor Level 1 infractions using his or her own classroom management system. Teachers are expected to document the incident in the designated system. If a student has multiple infractions in a classroom, the teacher can assign the student 7<sup>th</sup> Hour. When a teacher assigns a student 7<sup>th</sup> Hour, that teacher needs to submit a log entry to communicate with the assistant principal.

**7<sup>th</sup> Hour**—Teachers administer this restriction for violations committed during the school day. Immediately after school lets out (3:15 p.m.), the student must report to the teacher's classroom and remain there until the end of 7<sup>th</sup> Hour (3:45 p.m.). Failure to appear for 7<sup>th</sup> Hour will result in the completion of an Incident Report and the student receiving Detention Hall.

**Brown Bag Lunch**—Students who receive an Incident Report may be assigned a "Brown Bag Lunch" or consequence. Students will eat a simple boxed lunch consisting of a sandwich, chips, fruit, and a bottle of water in an isolated area removed from the other students in the cafeteria. Separate lunch rules apply to those students serving a Brown Bag Lunch.

**After School Detention Hall**—Students who receive an Incident Report may be assigned one or more days of after-school Detention Hall. These students must report to the designated area by 3:15 p.m. Students will remain in Detention Hall until 4 p.m.

## Dormitory Consequences

**In-Room Restriction (IRR)**—This restriction will be administered by Student Life staff members. The student must stay in his or her room in the dormitory for a specific number of days. The student may not go to the lobby or use a computer without a staff member's permission. The student may do his or her homework, clean his or her room, and read or write letters. Videophone and pager use will not be permitted. This restriction will also apply during investigation of incidents.

**In-Dormitory Restriction (IDR)**—This restriction will be administered by Student Life staff members. The student must stay in his or her dormitory for a specific number of days. All requests to go off campus will be denied. The student may do his or her homework, clean his or her room, read, write letters, use a computer to work on school-related assignments, and/or watch television. This restriction will also apply during investigation of incidents.

**On-Campus Restriction (OCR)**—This restriction will be administered by Student Life staff members. All off-campus privileges will be taken away from the student. However, the student may participate in any on-campus activities. While under this restriction, the student may be released for the weekend only to his or her parents or legal guardians. Release to visit other family members or friends will be denied.

**Loss of Organizational Membership (LOM)**—Loss of membership includes, but is not limited to, elected student offices (SBG, Jr. NAD, Diversity Club) and any paraprofessional position (e.g., Peer Advisor, Academic Bowl team member).

## Conflict Mediation

When a situation presents itself, learning opportunities will be capitalized on utilizing conflict resolution strategies by adults or peer advisors.

## Level 2 Offenses

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Level 2 behaviors are those behaviors not specifically enumerated in any other level in this code of conduct that cause significant disruption to the academic/student life environment or cause harm to self or others. In addition to lesser consequences, Level 2 behaviors may result in in-school/dorm suspension.

**In-School Suspension and/or In-Dorm Suspension**—In-School Suspension (ISS) and In-Dormitory Suspension (IDS) are designed as an alternative to home suspension to offer students another chance to succeed in the regular school setting. As an education and intervention program, the ISS/IDS philosophy centers on the belief that students are capable of changing and becoming positive, responsible young adults, especially in a challenging environment learning new skills. During ISS, students will be responsible for completing class work and academic assignments supplied by teachers, as well as assignments developed by the student support specialists.

Any student found responsible for committing a Level 2 offense will be assigned to ISS and/or IDS, with the duration dependent upon the offense and the number of times the offense has been committed. Repeat violations of the same Level 2 offense may result in Level 3 disciplinary action.

There is no appeal process for an ISS/IDS consequence imposed by the school for student misbehavior.

**Note:** See Appendix 6: Level 1, 2, 3, and 4 Summary of Violations and Consequences for more information about specific Level 2 violations.

MSSD reserves the right to use appropriate alternative discipline strategies for Level 2 offenses as determined appropriate by the administrators.

## Level 3 Offenses

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Level 3 behaviors are those behaviors not specifically enumerated in any other level in this code of conduct that cause disruption to the school/student life operation, destroy MSSD property, or cause significant harm to self or others. Level 3 behaviors result in home suspension.

**Note:** See Appendix 6: Level 1, 2, 3, and 4 Summary of Violations and Consequences for more information about specific Level 3 violations.

## **Level 4 Offenses**

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Level 4 behaviors are those behaviors not specifically enumerated in any other level in this code of conduct that are illegal, cause significant disruption to the school/student life operation, or cause substantial harm to self or others. Level 4 behaviors result in home suspension and recommendation for expulsion.

### **Manifestation Determination**

If the number of days of In-School Suspension and home suspension meet or exceed 10 days per academic year, the student will be subject to a Manifestation Determination IEP meeting.

The IEP team will convene to discuss the student conduct that warranted the suspension and identify supports that may enable the student to be more successful in school in relation to the conduct in question.

Parents and legal guardians are responsible for any transportation costs for students who receive home suspension or expulsion. If the student is expelled and will not be back to MSSD, the parents or legal guardians will be responsible for pre-paying/paying for all luggage shipped home through other means, including but not limited to UPS, U.S. Postal Service, and Fed Ex.

### **Accumulation of Consequences**

Any student accumulating 10 days of home suspension or 10 consecutive days of In-School Suspension will automatically be subject to home suspension or expulsion for any future Level 2 and Level 3 incidents after returning to school (e.g., all Level 2 incidents will automatically be classified as Level 3).

### **Class Work/Homework During Suspension**

Class and homework assignments will be sent home to students who are suspended from school for more than one week. The administration will collect the work from teachers and send it to the student's home within one week of the beginning of the home suspension.

Students who are suspended for one week or less are expected to request class work and homework assignments from their teachers upon return to school from a home suspension. Make-up work should be completed and turned in to the teacher based on timelines established by the administration. If the class work or homework is not made up within the allotted time period, the student will receive a zero for all missed assignments.

### **Procedure for Re-Entry After Suspension**

For students who are suspended, a re-entry meeting is required prior to returning to school. The purpose of the meeting is to determine what additional services, if any, will be required by the student to experience success at MSSD. This meeting can be conducted via phone or in person. There are circumstances in which the administrator may deem it necessary for an "in person" meeting, which will be determined on a case-by-case basis. During the meeting, a transition plan will be developed that may include counseling services where required.

**Note:** See Appendix 4: Procedure for Transitioning Students Back to School After Suspension for details to be included in the transition plan.

Students returning from suspension will not be allowed on the MSSD campus prior to the re-entry meeting unless it has been approved by the principal, assistant principal, or Student Life managers. Parents or legal guardians are required to participate in such meetings. The administration will coordinate the re-entry meeting for students returning from suspension.

## **Investigation and Appeal**

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### **Procedure of Investigation**

An Incident Report received by staff members will result in an investigation. The Educational Planning and Support office (EPS) manager, student support specialists, assistant principal, or the Student Life managers will handle the investigation for incidents that occur within their units. All parties involved in an incident will be given the opportunity to provide documented narrative statements. The final investigation report and recommendation for action will be submitted to the assistant principal, Student Life managers, and the

EPS manager for review. A decision will be made based on the infraction, the student's history, and the MSSD Student Code of Conduct. Disciplinary decisions for Level 2 offenses are final and cannot be appealed.

### **Procedure of Appeal for Home Suspension for Level 3/4 Violations**

If a parent or legal guardian disagrees with a suspension, he or she has the right to appeal the decision before the suspension begins. After that time, appeals will not be considered. The procedures for filing an appeal are as follows:

- The parent or legal guardian must file a written request with the EPS manager within 24 hours of notification of the suspension and before the student leaves MSSD to return home. This request should include the reasons for the appeal.
- While the appeal is being reviewed (or if the suspension will be delayed), the student will be assigned to ISS and/or IDS unless the student's attendance in school would jeopardize the safety of others.
- The EPS manager, upon reviewing the appeal and conducting an investigation, will notify the parent or legal guardian of the final decision regarding the appeal within three days of receipt.
- The decision may be appealed in writing to the principal within three calendar days of receipt of the EPS manager's decision.
- The principal, upon reviewing the appeal and conducting an investigation, will make a decision and notify the parent or legal guardian of the decision regarding the appeal within five calendar days of receipt.

The final decision of the principal is binding and may not be appealed.

### **Procedure for Expulsion**

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When it is alleged that a student has committed a violation of the Student Code of Conduct and may be subject to a recommendation for expulsion, the following procedures will be followed:

### **Step I—School-Level Conference for Expulsion**

An administrator will conduct a preliminary investigation to determine if there is a reasonable cause to pursue disciplinary action. The administrator will inform the student of the charges. The student will be given an opportunity to tell his or her side of the story. If it is decided to proceed with an expulsion, the procedures below will be instituted. The individual school and the Clerc Center will make a good faith effort to abide by all expulsion procedure timelines. However, all students and parents or legal guardians are on notice that timelines may change based on reasonable circumstances as determined by the Clerc Center.

- A. The student will be suspended according to the MSSD Code of Conduct.
- B. The student will be given written notice of the charges.
- C. The student and parent or legal guardian will participate in a school-level conference to review the case within five (5) school days of the manifestation determination meeting. If agreement cannot be reached within the five-day limit, the principal or designee will set the date and time. Notification of the scheduled conference will be sent to the parent or legal guardian. Telephone contact will also be attempted.
- D. At the conclusion of the conference, the principal or designee will inform the parent or legal guardian of the recommendation.
- E. All back-up materials must be submitted to the Clerc Center administrator designee within two (2) days of the conference or seven (7) days of the incident, whichever is sooner.
- F. "Days" will mean school days unless it is the end of the school year; then a date and time for the meeting will be agreed upon by the participants that takes into consideration the distance of the family and the schedule of the school. The conference date will not exceed 14 calendar days.

### **Step II—Clerc Center-Level Expulsion Hearing**

Upon receipt of a recommendation from the school-level conference, the following will be implemented:

- A. The Clerc Center administrator designee will review documentation to affirm that

appropriate discipline procedures were followed and will notify the student and the parent or legal guardian by letter that a Clerc Center-level expulsion hearing will be held to consider the recommendation.

- B. Notice will be sent by certified mail and will give the date, time, and location of the hearing.
- C. The hearing will be held not less than two (2) business days or more than 10 business days after receipt of notice. The notice will be deemed to be received on the third calendar day following the day of mailing. This time period may be waived by agreement of the parties. A copy of the documentation will be made available upon request to the student and parent or legal guardian at the Clerc Center prior to mailing.
- D. The student and parent or legal guardian will also be given the following:
  - a. The reason(s) for the recommendation
  - b. The names of the witnesses who may appear
  - c. Copies of statements and information that will be submitted as evidence
- E. Prior to the Clerc Center-level hearing, the parent or legal guardian must submit the following information to the Clerc Center:
  - a. Name of the student advocate or legal counsel (if the student will be represented by one); and
  - b. Names of any witnesses who may appear at the Clerc Center-level hearing. (Note: If any of the witnesses are minors, a copy of the parent or legal guardian's permission for the minor to attend must also be included.)
- F. The hearing will be conducted by an officer selected by the vice president or designee. The officer may be an employee of the Clerc Center but must not have been involved in the process at the school-level conference.
- G. The officer will have full authority to admit or exclude evidence. Evidence presented at the expulsion hearing may include, but is not limited to, witness statements, DPS/MPD reports, and photocopies of evidence. The officer is not bound by common law or statutory rules of evidence

or by technical or formal rules of procedure. The officer will exclude plainly irrelevant evidence. Unduly repetitive proof, rebuttal, and cross-examination will be excluded.

- H. In conducting the hearing, the Clerc Center will submit evidence first followed by the response of the student, if any. Further rebuttal evidence by either party may be presented at the hearing if the officer determines such evidence is necessary.
- I. The student will have the following rights:
  - a. To be represented by counsel at the student's expense;
  - b. To cross-examine school representatives;
  - c. To testify and produce witnesses on his or her behalf; and
  - d. To obtain, at the student's expense, a copy of the transcript of the hearing.
- J. In lieu of a formal expulsion hearing, a student or his or her representative may elect to waive the hearing and admit to the violation charges. In these circumstances, the student must provide a written hearing waiver request letter at least 24 hours prior to the date of the hearing or be given the opportunity to waive on the day of the hearing. This waiver does not absolve the student from required consequences for the violation under state law and the MSSD Student Code of Conduct. A withdrawal prior to the completion of the hearing process will be considered a waiver of the right to a hearing.

### **Step III—Clerc Center Vice President Review**

- A. Within five (5) business days following the conclusion of the Clerc Center-level expulsion hearing, a written report will be prepared for the vice president. The report will frame the issues, summarize the evidence, state conclusions of fact, and make a recommendation as to whether the Clerc Center administrator recommends to the vice president that the student be expelled or recommending the implementation of some alternative disciplinary action or program.
- B. The review will be based solely upon the report from the Clerc Center administrator/officer, the record of the Clerc Center-level expulsion hearing, and the written responses, if any, by the student and parent

or legal guardian. The vice president may accept, reject, or modify the recommendation of the Clerc Center administrator.

- C. The vice president will accept or modify the recommendation of the officer within five (5) business days of receiving the report. The decision of the vice president will be communicated to the student and parent or legal guardian by telephone and/or mail.

### **Due Process Related to IDEA**

In accordance with the Individuals with Disabilities Education Act (IDEA), the school will hold a Manifestation Determination meeting for any student expelled. (See the *Procedural Safeguards Notice* at [www.gallaudet.edu/MSSD/Parents.html](http://www.gallaudet.edu/MSSD/Parents.html) for a full explanation.)

Should the parent or legal guardian disagree with the outcome of the Manifestation Determination meeting, he or she may file a Due Process complaint as outlined in the *Procedural Safeguards Notice* document.

### **Off-Campus Incidents While School is in Session**

MSSD is located on the campus of Gallaudet University. As members of both the University and the high school communities, students have certain responsibilities and obligations, including satisfactory academic and social behavior. MSSD has an obligation to clarify those standards of behavior that it considers essential to its educational mission and its community.

MSSD students are subject to all District of Columbia and federal laws and are accountable to the District of Columbia and federal courts for any violations of such laws. Likewise, students are subject to the laws of the surrounding jurisdictions (Maryland and Virginia).

Disruptive behavior or violations of a criminal law by an MSSD student that brings the University or school into disrepute, adversely affects the interests of the University or MSSD community, or seriously affects the ability of the school to continue its normal activities will be considered of legitimate interest to MSSD and the University. MSSD reserves the right to review and impose consequences for any occurrence of off-campus student behavior in violation of the MSSD Student

Code of Conduct that may have a significant impact upon the school and/or the University.

In the event that a student becomes involved in off-campus disruptive behavior or illegal activities, judicial authorities will be advised to contact the student's parents or legal guardians directly. If the student is in residence at MSSD and he or she is arrested, staff members will contact the student's parents or legal guardians immediately. The parents or legal guardians will be expected to attend court proceedings.

Parents or legal guardians will be responsible for advocating for the release of their child, following through with any resulting legal consequences, and arranging conferences directly with the administration to discuss the incident, the outcome, and the continuation of the student at MSSD.

### **Tobacco, Drug, and Alcohol Use**

Gallaudet University and MSSD follow the laws of the District of Columbia concerning drugs on campus. The illicit and improper use, transfer, possession, or sale of illegal drugs is a crime. Possession of drug paraphernalia, drug remnants (e.g., marijuana seeds, stems, resin), or even the confirmed aroma of marijuana will be considered a violation of the drug policy. MSSD has the legal right to take whatever disciplinary actions are necessary to uphold the D.C. law concerning drugs.

Use of drugs and alcohol is defined as follows:

- Possession or consumption of intoxicants, including possession or use of alcoholic beverages, such as liquor, beer, and wine or coming to school under the influence of alcohol
- Use of prescription and/or over-the-counter drugs for purposes other than their medicinal intent (all prescriptions must be registered with the Student Health Service)
- Use or possession of illegal drugs, including possession or use of drug-related paraphernalia, including pipes, roach clips, and papers, and coming to school (Gallaudet University, MSSD, and KDES campuses) while under the influence of drugs



- Use of any tobacco product on the Gallaudet University, MSSD, and KDES campuses and off campus during the time school is in session, including smoking, snuffing, and chewing tobacco

Drug, alcohol, and tobacco abuse violations will be handled according to the Summary of Violations and Consequences (see Appendix 6).

MSSD is committed to helping students understand the seriousness of alcohol and drug use and how it adversely affects educational and social behavior, health, and decision making. Personal counseling, assistance in identifying community resources, and ongoing educational intervention are available to all students as part of the educational program, and special assistance is available for students who request help.

MSSD is a smoke-free environment. Students are expected to adhere to the nonsmoking policy. Every effort is made to assist students who were smokers prior to enrollment and who want help with breaking the habit. Staff members are available to assist students and families in arranging community resources to provide support on an individual basis.

## **Sexual Activity**

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The MSSD Code of Conduct prohibits all types of sexual activity between students, on or off campus, while school is in session or while students are residing in the residence hall. Consequences for sexual activity are outlined in the Summary of Violations and Consequences (see Appendix 6).

### **Age of Consent**

Gallaudet University and MSSD follow the laws of the District of Columbia concerning sexual activity, including regulations regarding age of consent and the age differences between participants in consensual sexual activities. Specifically, in the District of Columbia, the age of consent for sex is 16 years old. The exception to the age of consent law is if the individuals involved in sexual activity are both minors (younger than 18 years old) and close in age (less than four years apart).

Students found to have engaged in sexual activity will be assigned consequences according to the Code of Conduct. Consequences differ for sexual activity determined to be consensual than for sexual activity determined to be non-consensual. A student who engages in sexual activity that violates the District of Columbia age of consent law and/or without the effective consent of the other individual is committing a crime and may be prosecuted.

### **Effective Consent**

Effective consent are words or actions that show a knowing and voluntary agreement to engage in mutually understandable sexual activity or contact. Effective consent cannot be gained by force, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another, where the accused student knows or reasonably should have known of such incapacitation. Effective consent is not the absence of resistance. Silence, in and of itself, cannot be interpreted as effective consent. Consent to one form of sexual contact or activity does not imply consent to another form of sexual activity. Effective consent also has time boundaries; consent given at one time does not imply future consent or consent at any other time.

## **Self-Destructive Statements/Gestures**

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Emergency procedures are implemented immediately when a student demonstrates suicidal behavior or makes suicidal gestures or statements. Emergency procedures are also implemented immediately for students who demonstrate dangerous behavior toward others, making threatening gestures or remarks to do harm or bodily injury to fellow students, staff or teachers. Administration, Student Life staff members, Student Health Service staff members, or staff members from the Department of Public Safety will assess the student's need for emergency intervention. A risk assessment will be performed. If an emergency situation is indicated, the student will be referred to a nearby hospital for a psychiatric evaluation based on the assessment information. Parents or legal guardians will be notified by the MSSD personnel immediately and will arrange for the student's voluntary admission to the hospital if it is certified by the hospital psychiatrist that inpatient hospitalization is necessary.

During and after hospitalization, parents or legal guardians are responsible for obtaining hospital/agency reports and providing written consents for agency staff members to share reports with the educational planning office. Parents or legal guardians are responsible for contacting the school social worker, counselor, or coordinator of Student Life (weekends/evenings) after discussing student status with the agency/hospital physician regarding student service needs or discharge recommendations (e.g., whether the student needs to return for additional treatment or to discuss re-entry with an administrator).

Prior to re-entry to the school program or dormitory, it is critical that the school and mental health unit staff members determine whether the student is a danger to him- or herself or others. The school must have a written statement from the hospital or treating physician that states that the student is safe to return. The parents or legal guardians are responsible for providing a medical summary and discharge report to the psychologist, counselor, or administrator prior to scheduling a re-entry meeting. The administration will review the student's discharge report and schedule a re-entry meeting at the family and school's earliest convenience. At the re-entry meeting, the follow-up services at home and/or school will be discussed as appropriate.

If hospitalization is not necessary or, following discharge from hospitalization, more comprehensive evaluations and family involvement are recommended; the school social worker, psychologist, or counselor will serve as the primary contact person to assist the family in finding appropriate community resources at home or in the metropolitan area.

## Threats to Harm Others

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Threats, gestures, and actions to harm others will be handled in the same manner as self-destructive threats. The safety of all students, teachers, and staff members is the first priority. Staff members will use all appropriate, safe interventions to calm the student and to reduce anger and aggressive actions prior to referring the student to a hospital for evaluation. The Department of Public Safety will be contacted to assist with restraint if necessary prior to a transport to the hospital. The family will be contacted immediately, and follow-up procedures with

appropriate support staff members and the re-entry process will be implemented.

Prior to re-entry to the school program or student life, it is critical that the school and Student Life staff members determine whether the student is a danger to him- or herself or others. The administration will make this decision. The parents or legal guardians are responsible for providing a medical summary and discharge report to the school social worker, psychologist, or counselor prior to scheduling a re-entry meeting. The administration will review the student's discharge report and schedule a re-entry meeting at the family and school's earliest convenience. At the re-entry meeting, the follow-up services at home and/or school will be discussed as appropriate.

## Student Guidelines for Reporting Harassment, Discrimination, or Other Serious Incidents

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### Reporting

An MSSD student that believes he or she has been harassed, or who has witnessed harassment, should see an MSSD school or Student Life administrator. The administrator will help the student write a statement.

Students are expected to report, in a timely fashion, any incidents they have witnessed involving harm to other students.

### MSSD Administrators

- Mindi Failing, Principal
- Jessica Sandle, Assistant Principal
- Deb Skjeveland, Student Life Director
- George Boyd, Weekend Student Life Manager (Boys Week)
- Holly Bullard, Student Life Manager (Girls Weekend)
- John Castrese, Athletic Director
- Dan Fitzpatrick, Student Life Manager (Boys Weekend)
- Baranda Johnson, Weekend Student Life Manager (Girls Week)
- Uriel Torres, Student Activities Coordinator
- Dylan Westbury, Transition Programming Manager

An administrator will investigate the complaint and either resolve the situation or begin a formal investigation. The student may be interviewed for more information.

When the investigation is finished, the administrator will communicate to the student the facts of the investigation within the boundaries of confidentiality.

### **Confidentiality**

All records and information related to the reporting of any incident of harassment or discrimination are confidential with access only to individuals with a legitimate need to know.

**Note:** See Appendices 1, 2, and 3 for the full text of the Clerc Center's policies on harassment and nondiscrimination.

### **Use of Pagers/Cell Phones/Personal Electronic Devices**

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During school hours, students are not allowed to use pagers, cell phones, headphone devices, radios, cameras, camcorders, or any personal electronic devices except while in the cafeteria at lunchtime. They may bring these devices to school; however, the devices must be turned off (not on silent or vibrate mode) and kept out of sight. This rule applies during all meetings, school-wide assemblies, workshops, computer lab time, and/or library time that might occur during school hours; the only exceptions to this rule, when students may use pagers, cell phones, or personal devices, are during lunchtime or with a teacher's permission if needed for class.

Students are permitted to use personal laptops during the class with teacher permission. Students must comply with the Acceptable Computer/E-mail Use Procedures at all times. After school, students are permitted to use personal laptops during designated hours and in areas determined by the Student Life managers.

Students who use any personal devices in the classroom or hallways or during meetings, school-wide assemblies, workshops, computer lab time, or library time in violation of this policy will receive administrative consequences. Teachers and staff members will inform the principal's office of all violations of this policy.

The following consequences will be applied for violations during school hours:

- Students who are cooperative and immediately put away their device when approached by a teacher or staff member will receive one Brown Bag Lunch detention as a consequence.
- Students who are not cooperative and do not immediately put away their device when approached by a teacher or staff member will receive one day of after-school detention hall (3:15-4 p.m.).
- Receiving after-school detention hall a third time for violating this policy will result in the device being mailed home with a request for that student not to bring it back for the remainder of the school year.

The use of pagers, cell phones, and personal electronic devices is also not permitted at after-school meetings or workshops, during study hours, or after curfew. Violations of this policy during after-school or dormitory activities may result in Level 1 consequences.

The use of pagers, cell phones, and personal electronic devices is also not permitted in any MSSD bathroom.

If a parent or legal guardian allows a student to bring any such device to MSSD, it is at his or her own risk. MSSD is not responsible for lost or stolen devices.

In the event of an emergency where a parent or a legal guardian needs to contact a student, he or she should call the MSSD front office at (202) 651-5031 (voice), (202) 651-5636 (TTY/videophone) during the school day, and/or (202) 651-5310 for Student Life after school hours.

### **Use of Recording Devices in School**

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No individual may use any type of camera or other video, audio, or computer recording device in any manner that interferes with or is disruptive to the educational process, invades the privacy of any individual, or violates the academic integrity of any school activity.

Students may not possess or use any cameras or video or audio equipment on school property or

at school-sponsored events except under the following conditions:

- A student may possess and use a camera or video or audio equipment at the direction of and with direct supervision by a classroom teacher as part of classroom activities.
- A student may possess and use a camera or video or audio equipment if he or she receives prior written permission from the school principal for a specific purpose. At no time will permission be granted for camera or video or audio equipment use for the purpose of socializing, other non-essential uses, or if the use will violate another individual's privacy.
- A student may possess and use a camera or video or audio equipment while attending and not participating in an event held on school grounds after school hours and open to the general public as long as the possession and use are neither disruptive nor in any way unlawful. This privilege may be revoked on a case-by-case basis at any time for any reason by the principal or school administrator or by their designee.
- Cell phones with camera and/or video functions must not be used to take or transmit any image or video at any time, even if the use of the cell phone is otherwise permitted.

## Acceptable Computer/E-mail Use Procedures

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The Internet has become an integral part of society for obtaining information and facilitating communication. Internet access is available to students and educators at KDES and MSSD. Our goal in providing this service to educators and students is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication.

The Internet and e-mail offer students access to thousands of libraries, databases, and other resources while exchanging messages with people around the world. Despite the overwhelming benefits provided by the Internet, students may find ways to access other materials that may not be

considered educationally valuable. The Clerc Center expects teachers and staff members will integrate use of the Internet throughout the curriculum and provide guidance and instruction to students in its use. We believe access to the Internet, in the form of information resources and opportunities for collaboration, is an important tool to prepare students for the 21st century.

Access to the Internet is a privilege, not a right, and inappropriate use will result in the cancellation or restriction of those privileges and/or disciplinary action by school administrators.

The following procedures apply to all students and cover all Clerc Center and personal technology equipment (e.g., laptops, digital cameras, cell phones, pagers).

### **Acceptable use includes, but is not limited to:**

- Use of technology at the Clerc Center to support education and research and in agreement with the educational objectives of the Clerc Center
- Each student using only his or her account and password and accepting responsibility for all activities under his or her account

### **Unacceptable use includes, but is not limited to students:**

- Communicating with strangers and sharing personal information that is not under the supervision of a teacher, staff member, or administrator
- Using the network for commercial purposes, financial gain, or fraud
- Using profanity or offensive language, messages, or pictures
- Sending or retrieving pornographic materials, inappropriate files, or files dangerous to the network
- Making personal attacks on other people, organizations, religions, or ethnic groups
- Harassing another person (e.g., using the Internet in a manner that bothers another person and not stopping when asked to do so by that person)
- Posting information that:
  - violates U.S. copyright laws
  - violates the privacy of others
  - jeopardizes the health and safety of students
  - is obscene or libelous

- causes disruption of school activities
- plagiarizes the work of others
- is a commercial advertisement
- is not approved by the administration

**Respect for property is expected. Students may not:**

- Damage equipment, computer systems, or computer networks
- Disrupt the system (e.g., downloading software and files)
- Modify, reorganize, or remove equipment
- Move computers or peripherals from their designated places

**Respect for others is expected. Students may not interfere with private information or communications by:**

- Forwarding personal communication without the author's prior consent
- Reading, modifying, or removing files owned by other users unless they have permission to do so
- Posting personal contact information or other sensitive information about another person without his or her permission
- Posting on the Internet or in an e-mail any information about another person that would be hurtful or insulting, regardless of if the information is true, without the person's consent
- Posting a picture of a person without his or her permission

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.

**Students must be considerate of others by:**

- Refraining from excessive printing
- Limiting their time on the computer when others are waiting
- Keeping the computer area clean and free of debris
- Refraining from sending spam or excessive group e-mails
- Logging off the computer after finishing work

**Respect for self:**

- Students may not share their personal information in weblogs or web pages or with strangers in chat rooms, Instant Messages, or e-mail.
- Students should remember that anything posted on the Internet is available for public viewing.

**Other Legal Issues**

**Plagiarism:**

- Students must not claim credit for another person's work.
- Students must not use network resources to commit plagiarism.

**Copyright Infringement:**

- Students must not use text, including names, graphics, sound, or animation, in messages or the creation of web pages without displaying a notice, crediting the original owner of the material and stating how permission to use the material was obtained.
- Students must not download, copy, or forward copyrighted materials (e.g., software, music) without proper authorization.

**Trademark Infringement:**

- Students must not use a person's or company's name or logo without permission from both the owner and the creator.

Parents or legal guardians and the student must sign the Acceptable Use Procedures Agreement Form before the student will be given access to the school computers. Consequences for students violating the agreement are outlined below.

**Consequences for Violations**

**First Offense—Warning:** The student's technology privileges/network access will be suspended for one week.

**Second Offense—Pattern of Abuse or Flagrant Violations:** Any student who continues to engage in serious or persistent misbehavior by violating the school's policy will have his or her

technology privileges/network access suspended for one month and may receive Level II Consequences.

**Third Offense—Repeated Pattern of Abuse or Flagrant Violations:** The student's technology privileges/network access will be suspended for one year. Administrators reserve the right to impose more serious consequences, including suspension of Internet access and/or expulsion, for

repeated flagrant violations that do not reflect the educational value of computers and/or the Internet. The student may also receive Level II or III Consequences.

**Criminal Offense:** A student may be expelled from school if he or she engages in conduct on the Internet that contains elements of the offense of criminal mischief as defined by the District of Columbia, state, or federal law.

### APPENDIX 1: Protection Against Harassment

(See also Gallaudet Policy 3.02: Protection against Sexual Harassment)

The Clerc Center is committed to providing an environment that is free of harassment. The Clerc Center prohibits harassment based upon an individual's race, hearing status, disability, religion, color, national origin, age, sex, covered veteran status, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. Complaints of harassment are investigated thoroughly, promptly, and objectively.

Harassment occurs when an individual's or a group's conduct creates a hostile environment that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of another individual or group from participating in or benefiting from the services, activities, or privileges afforded to all members of the Clerc Center community. All forms of harassment undermine the Clerc Center's mission, diminish the dignity of both the alleged perpetrator and victim, and threaten permanent damage to the careers, educational experience, and well-being of our students, teachers, and staff members.

Individuals and groups who engage in harassment will be subject to corrective action, up to and including termination of employment (for employees) or dismissal from the Clerc Center (for students).

#### Sexual Harassment

For the purposes of this policy, sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic advancement; or
2. submission to or rejection of such conduct is used as a basis for making an employment

or academic decision affecting an individual; or

3. such conduct unreasonably interferes with an individual's work or educational performance or creates an intimidating, hostile, or offensive environment for work or learning.

Sexual harassment may occur between persons of the same or opposite gender. It is especially serious when it occurs between teachers and students or supervisors and subordinates. In such situations, sexual harassment unfairly exploits the power inherent in a teacher's or supervisor's position. Although sexual harassment often occurs when one person takes advantage of a position of authority over another, the Clerc Center recognizes that sexual harassment may also occur between people of equivalent status. This includes peer sexual harassment. Regardless of the form it may take, the Clerc Center will not tolerate conduct of a sexual nature that creates an unacceptable working or educational environment.

See Gallaudet Policy 1.13: Code of Conduct with Clerc Center Students (in Gallaudet University's *Administration & Operations Manual* and located at [www.gallaudet.edu/af/ao\\_s113.xml](http://www.gallaudet.edu/af/ao_s113.xml)) for more policy statements prohibiting acts of misconduct, neglect, exploitation, or inappropriate fraternization and reporting procedures applicable to employees, volunteers, interns, practicum students, and University students who may come in contact with students of the Clerc Center.

For additional information about sexual harassment, please refer to Policy 3.02 Protection Against Sexual Harassment in Gallaudet University's *Administration & Operations Manual*, which is available online at [www.gallaudet.edu/af/ao\\_manual.xml](http://www.gallaudet.edu/af/ao_manual.xml).

## **Harassment Other Than Sexual Harassment**

Harassment, other than sexual harassment, is verbal or physical conduct that denigrates or shows hostility or aversion to an individual because of gender, race, color, religion, age, pregnancy, national origin, disability, covered veteran status, sexual orientation, marital status, family responsibilities, political affiliation, personal appearance, source of income or any basis prohibited by law, when such conduct unreasonably interferes with an individual's academic or work performance; creating an intimidating, hostile, or offensive educational or work environment; or otherwise adversely affecting an individual's academic or employment opportunities. Harassment may include, but is not limited to, verbal abuse or ridicule, including slurs, epithets, and stereotyping; offensive jokes and comments;

threatening, intimidating, or hostile acts; and displaying or distributing offensive materials, writings, graffiti, or pictures.

## **Reporting an Incident**

The vice president or administrative designee is responsible for ensuring compliance with this policy. Students should contact the principal at (202) 651-5031 (voice/videophone) or the director with any questions about the application of this policy. Employees should contact the executive director of Administration and Operations at (202) 651-5346 (voice/Videophone) with any questions. Complaints of alleged violations of this policy can be filed using Clerc Center's grievance procedures, which can be found online at [www.gallaudet.edu/documents/clerc/grievanceprocedures.pdf](http://www.gallaudet.edu/documents/clerc/grievanceprocedures.pdf) and in this handbook (see Appendix 3).



## APPENDIX 2: Nondiscrimination/EEO Policy

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(See *also* Gallaudet Policy 3.01: EEO/Affirmative Action)

The Clerc Center is an equal opportunity employer/educational institution and does not discriminate on the basis of race, hearing status, disability, religion, color, national origin, age, sex, covered veteran status, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. This policy is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act, the Americans with Disabilities Act, the Rehabilitation Act, the Age Discrimination in Employment Act, the District of Columbia Human Rights Act, and other applicable laws. This nondiscrimination and equal opportunity policy also applies to all students (residential, local, or commuter), staff members, and teachers.

The Clerc Center's policy of nondiscrimination and equal opportunity applies to every aspect of its operations and activities. For instance, for students, this nondiscrimination policy applies to admissions, its educational programs and activities, and its residence education programs and activities. For staff members and teachers, this nondiscrimination policy applies to applicants and current employees with respect to, but not necessarily limited to, recruitment, hiring, placement, promotion, transfer, reassignment, reappointment, tenure, demotion, selection for training, layoff, furlough, termination, compensation, and all other conditions or privileges of employment. Notices of nondiscrimination are posted in conspicuous places to be viewed by all students, staff members, and teachers.

Unless there is a legitimate, nondiscriminatory reason, an individual cannot be treated differently so as to interfere with or limit the ability of that party from participating in or benefiting from the services, activities, or privileges afforded to all members of the Clerc Center community. Individuals or groups who engage in discrimination will be subject to corrective action, up to and including termination from employment (for employees) or dismissal from the Clerc Center (for students).

To further demonstrate its commitment to equal employment opportunities, the University has established a completely voluntary affirmative action plan to promote the employment and advancement of deaf and hard of hearing people, disabled individuals, and members of traditionally underrepresented groups, women, disabled veterans, and veterans of the Vietnam era.

Applicants are requested to voluntarily provide information relative to ethnicity, sex, hearing status, disability, and veteran status. This information is maintained confidentially and is used for affirmative action purposes only.

### **Reporting Discrimination**

The vice president or administrative designee is responsible for ensuring compliance with this policy. Students should contact the principal at (202) 651-5031 (voice/videophone) with any questions about the application of this policy. Employees should contact the executive director of Administration and Operations at (202) 651-5346 (voice/Videophone) with any questions. Complaints of alleged violations of this policy can be filed using the Clerc Center's grievance procedures, which can be found at [www.gallaudet.edu/documents/clerc/grievanceprocedures.pdf](http://www.gallaudet.edu/documents/clerc/grievanceprocedures.pdf) and in this handbook (see Appendix 3).

## APPENDIX 3: Grievance Procedures for Complaints of Discrimination and/or Harassment

For Clerc Center Students	For Clerc Center Employees
<p><u>Initiating the Complaint Process:</u></p> <p>Students who wish to make a complaint of discrimination or harassment should contact the Principal or administrative designee as soon as possible but not more than 45 days of the alleged incident. The complaint of alleged discrimination or harassment may be in writing or given verbally, and should state the nature of the alleged harassment, the individual(s) accused and the relief requested. A Clerc Center student may make a verbal complaint, which must be reduced to writing prior to the start of the investigation. Clerc Center students should also consult with appropriate student support personnel for advice and counseling. An administrator will complete a Preliminary Report and decide if the allegations are serious enough to warrant further action.</p> <p>The Principal will send the Preliminary Report Form to the Executive Director, Administration and Operations, as appropriate, within 24 hours of receiving the report of the grievance or incident.</p>	<p><u>Initiating the Informal Complaint Process:</u></p> <p>Employees who wish to make a complaint of alleged discrimination or harassment should contact the Executive Director, Administration and Operations if the accused is an employee or visitor, or the Principal, if the accused is a student, as soon as possible but not more than 45 days after the alleged incident. The complaint of alleged discrimination or harassment may be in writing or given verbally. A complaint will not be pursued without the authorization of the person making the complaint unless the Clerc Center is legally obligated to do so, or in its judgment, the allegations are serious enough to warrant further action.</p> <p>The Principal will send the Preliminary Report to the Executive Director, Administration and Operations, as appropriate, within 24 hours of receiving the report of the grievance or incident.</p>

### Student Complaint – Initial Contacts

<i>If the person who allegedly discriminated another or the alleged harasser is:</i>	<b>Contact:</b>
1. Student or student group	<b>Principal</b> MS108A @MSSD, (202) 651-5031 (V/VP) KS2101 @KDES, (202) 651-5045 (V/VP)
2. Teachers/Staff/Coordinators/Assistant Principal/Managers	<b>Principal</b> MS108A @MSSD, (202) 651-5031 (V/VP) KS2101 @KDES, (202) 651-5045 (V/VP)
3. Principal	<b>Executive Director, Administration &amp; Operations</b> KS3211B @KDES, (202) 651-5346 (V/VP)
4. Executive Director, Administration and Operations	<b>Vice President, Clerc Center</b> KS3200 @KDES, (202) 651-5346 (V/VP)
5. Other Clerc Center or University officials, faculty, staff members and employees; visitors and guests	<b>Principal</b> MS108A @MSSD, (202) 651-5031 (V/VP) KS2101 @KDES, (202) 651-5045 (V/VP)

### Staff Complaint – Initial Contacts

<b><i>If the person who allegedly discriminated against another or the alleged harasser is:</i></b>	<b>Contact:</b>
1. Clerc Center student or student group	<b>Principal</b> MS108A @MSSD, (202) 651-5031 (V/VP) KS2101 @KDES, (202) 651-5045 (V/VP)
2. Clerc Center Employee	<b>Executive Director, Administration &amp; Operations</b>
3. Principal	KS3211B @KDES, (202) 651-5346 (V/VP)
4. Executive Director, Administration and Operations	<b>Vice President, Clerc Center</b> KS3200 @KDES, (202) 651-5346 (V/VP)
5. Other (e.g., visitors, guests, vendors)	<b>Executive Director, Administration &amp; Operations</b> KS3211B @KDES, (202) 651-5346 (V/VP)
<b>For Clerc Center Students</b>	<b>For Clerc Center Employees</b>
The person to whom the complaint is brought will, within 10 calendar days (unless there are extenuating circumstances, in which case the complainant will be notified) and without directly accusing, counsel the accused student and caution him/her about the alleged offensive and/or inappropriate behaviors and actions, or will take other appropriate action to resolve the complaint informally without a formal investigation. The complainant will be notified of the outcome at the same time.	The person to whom the complaint is brought will, within 10 calendar days (unless there are extenuating circumstances, in which case the complainant will be notified) and without directly accusing and without divulging the name of the accuser (unless authorized by the complainant), counsel the accused employee or student and caution him/her about the alleged offensive and/or inappropriate behaviors and actions or will take other appropriate action to resolve the complaint informally (e.g., remove offensive pictures). The complainant will be notified of the outcome at the same time.

### Formal Investigation

<b>For Clerc Center Students</b>	<b>For Clerc Center Employees</b>
<u>Formal Investigation:</u>  A. If the student wishes the matter to receive a formal investigation, the student must notify the Principal within 45 days of being notified of the outcome of the first step of the process. The Administrator may also determine during that time period that a formal investigation is warranted, regardless of whether the student requests an investigation. In either case, the student’s statement will be reviewed and additional information will be collected through an investigation.	<u>Formal Investigation:</u>  A. An employee who wishes the matter to receive a formal investigation and review must submit a written complaint stating the nature of the alleged harassment, the individual(s) accused and the relief requested. Fairness to all parties involved (accused and the accuser) requires that the person bringing the complaint be identified before the initiation of any investigation. Formal complaints should be filed with the Clerc Center designee (as identified in the chart above) as soon as possible but not later than 90 calendar days of the alleged incident. Additional time to file a complaint will be provided when the individual can show that he or she was unable to meet the timeframe due to circumstances beyond his or her control.

<p>B. The Principal, in consultation with the Executive Director, Administration and Operations, will determine the method by which the investigation will be conducted. The purpose of the investigation is to establish whether there is a reasonable basis for believing that an alleged violation of the Protection against Harassment or Nondiscrimination policies has occurred. In conducting the investigation, the Principal or the Executive Director, Administration and Operations may interview the complainant, the accused, and other persons believed to have pertinent factual knowledge; the complainant will have the opportunity to identify witnesses and evidence. The Clerc Center shall protect the confidentiality of all parties involved in a discrimination or harassment complaint to the extent reasonably possible.</p>	<p>B. The Executive Director, Administration and Operations or the Principal will determine the method by which the investigation will be conducted. The purpose of the investigation is to establish whether there is a reasonable basis for believing that an alleged violation of the Protection against Harassment or Nondiscrimination policies has occurred. In conducting the investigation, the Executive Director, Administration and Operations may interview the complainant, the accused, and other persons believed to have pertinent factual knowledge; the complainant will have the opportunity to identify witnesses and evidence. The Clerc Center shall protect the confidentiality of all parties involved in a discrimination or harassment complaint to the extent reasonably possible.</p>
<p>C. Upon receipt of a complaint, the Principal or where the Principal is accused of harassment and/or discrimination, the Executive Director, Administration and Operations, will provide the complainant (person filing the complaint) and the respondent (the person accused of discrimination or harassment) with a copy of the Student Guidelines for Reporting Harassment, Discrimination and Other Serious Incidents outlined in the Student Handbook; the respondent will also be provided with a copy of the complaint.</p>	<p>C. Upon receipt of a formal complaint, the Principal or where the Principal is accused of harassment and/or discrimination, the Executive Director, Administration and Operations will:</p> <ol style="list-style-type: none"> <li>1. provide the complainant (person filing the complaint) with a copy of the guidelines outlined in the Administration and Operations Manual (Policy 4.41-staff and 5/31 Clerc Center teachers) and advise the complainant to present in writing, within ten working days of the Executive Director, Administration and Operations or Principal's request, all the facts that bear on the allegation of harassment or discrimination, including specific details of all aspects of the accusations in the complaint, the names of possible witnesses, and the nature and description of possible evidence. The complainant is to forward promptly to the Executive Director, Administration and Operations or Principal, in writing or otherwise, any supplemental information that subsequently becomes available.</li> <li>2. present to the respondent (the person who allegedly discriminated against or harassed the complainant or other individual) a copy of the complaint along with a copy of the policy outlined in the Student Guidelines for Reporting Harassment, Discrimination and Other Serious Incidents (if the accused is a student) or the Clerc Center Handbook (if the accused is an employee). The Executive Director, Administration and Operations or Principal will request the respondent to present in writing, within ten working days of the Executive Director, Administration and Operations or Principal's request, a written statement in response to the complaint, including the names of possible witnesses and the nature and description of possible evidence to rebut the accusation. If the respondent is a Clerc Center student, the response may be made verbally, which is then</li> </ol>

	reduced to writing by the investigating official and signed by the respondent.
D. Unless there are extenuating circumstances, the investigation will be concluded and a Summary report written within 60 calendar days of the receipt of the formal complaint. The parties will be notified of the outcome of the complaint at that time.	D. Unless there are extenuating circumstances, the investigation will be concluded and a Summary report written within 60 calendar days of the receipt of the formal complaint. The parties will be notified of the outcome of the complaint at that time.
E. Possible outcomes of the investigation are: (a) a judgment that the allegations are not warranted; (b) a negotiated settlement of the complaint; or (c) formal corrective action.	E. Possible outcomes of the investigation are: (a) a judgment that the allegations are not warranted; (b) a negotiated settlement of the complaint; or (c) formal corrective action.
<p><b>F. Protection of Complainant and Others</b></p> <ol style="list-style-type: none"> <li>1. The complainant will be informed of the process of the investigation.</li> <li>2. All reasonable action will be taken to assure that the complainant and those testifying on behalf of the complainant or supporting the complainant in other ways will suffer no retaliation as a result of their activities in regard to the process. Steps to avoid retaliation may include arrangements that academic and/or employment evaluations concerning the complainant or others be made by an appropriate individual other than the accused.</li> </ol>	<p><b>F. Protection of Complainant and Others</b></p> <ol style="list-style-type: none"> <li>1. Formal investigations of complaints will generally be initiated only with the complainant's consent. The complainant will be informed fully of steps taken during the investigation.</li> <li>2. All reasonable action will be taken to assure that the complainant and those testifying on behalf of the complainant or supporting the complainant in other ways will suffer no retaliation as a result of their activities in regard to the process. Steps to avoid retaliation may include lateral transfers of one or more of the parties in an employment setting and a comparable move if a classroom setting is involved.</li> </ol>
The Executive Director, Administration and Operations or administrative designee may take interim measures such as separating the parties or, in extraordinary circumstances, suspending the employee or student accused of discrimination and/or harassment until the matter is resolved.	In <b>extraordinary circumstances</b> , the Executive Director, Administration and Operations or administrative designee may suspend an employee or the student accused of discrimination and/or harassment until the matter is resolved.
<p><b>G. Protection of the Accused</b></p> <ol style="list-style-type: none"> <li>1. At the time a formal complaint is issued, the accused will be provided a summary of the facts surrounding the allegations.</li> <li>2. In the event the allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the accused if it was damaged by the proceeding.</li> <li>3. A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to disciplinary action.</li> </ol>	<p><b>G. Protection of the Accused</b></p> <ol style="list-style-type: none"> <li>1. At the time a formal complaint is issued, the accused will be informed of the allegations, the identity of the complainant, and the facts surrounding the allegations.</li> <li>2. In the event the allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the accused if it was damaged by the proceeding.</li> <li>3. A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to disciplinary action.</li> </ol>
<p><b>H. Protecting Both Parties</b></p> <ol style="list-style-type: none"> <li>1. To the extent possible, formal proceedings will be conducted in a way to protect the confidentiality interests of both parties.</li> </ol>	<p><b>H. Protecting Both Parties</b></p> <ol style="list-style-type: none"> <li>1. To the extent possible, formal proceedings will be conducted in a way to protect the interests of both parties.</li> </ol>

<ol style="list-style-type: none"> <li>2. After the investigation, the parties will be informed of the facts developed in the course of the investigation.</li> <li>3. The parties will be informed promptly of any delays in the investigation (including the reasons) and the outcome of the proceedings.</li> </ol>	<ol style="list-style-type: none"> <li>2. After the investigation, the parties will be informed of the facts developed in the course of the investigation.</li> <li>3. The parties will be informed promptly of any delays in the investigation (including the reasons) and the outcome of the proceedings.</li> </ol>
<p><b>I. Process of Taking Formal Corrective Action</b></p> <ol style="list-style-type: none"> <li>1. If, after the investigation, there is a reasonable basis for believing that an alleged violation of this policy has occurred and a negotiated settlement cannot be reached, formal corrective action may be taken.</li> <li>2. The decision to take formal corrective action will be made by the appropriate administrative officer.</li> <li>3. Students are subject to all District of Columbia and Federal laws and statutes.</li> </ol>	<p><b>I. Process of Taking Formal Corrective Action</b></p> <ol style="list-style-type: none"> <li>1. If, after the investigation, there is a reasonable basis for believing that an alleged violation of this policy has occurred and a negotiated settlement cannot be reached, formal corrective action may be taken.</li> <li>2. The decision to take formal corrective action will be made by the appropriate administrative officer.</li> <li>3. Employees are subject to all District of Columbia and Federal laws and statutes.</li> </ol>
<p><b>J. Formal Corrective Action</b></p> <p>Formal corrective action may range from counseling to any Code of Conduct Consequence, including expulsion. It will also include any measures necessary to address the harm suffered by the complainant as a result of the discrimination or the harassment.</p> <p>Violations of this policy by KDES/MSSD students will be governed by the student code of conduct and disciplinary processes.</p>	<p><b>J. Formal Corrective Action</b></p> <p>Formal corrective action may range from a reprimand to termination of employment or dismissal from the Clerc Center. It will also include any measures necessary to address the harm suffered by the complainant as a result of the discrimination or the harassment.</p> <ol style="list-style-type: none"> <li>1. Violations of this policy and any appeals by Gallaudet University faculty members (not including staff members who teach) will be governed by the University Faculty Guidelines and By-Laws. Upon motion from one of the parties made before the start of the hearing process, the hearing panel will close all or part of any hearing held under this policy. Upon motion from one of the parties after the hearing has started or from some other interested party, the hearing panel may close all or part of a hearing held under this procedure.</li> <li>2. Violations of this policy by Clerc Center teachers will be processed by the appropriate administrative officer or his/her designee and may be appealed through the teacher grievance procedure.</li> <li>3. Violations of this policy by staff members will be processed by the appropriate administrative officer or his/her designee and may be appealed through the dispute resolution procedure.</li> <li>4. Violations of this policy by University students will be governed by the student judicial program.</li> </ol>
<p><b>K. Preparation and Dissemination of Information</b></p> <p>The Executive Director, Administration and Operations will ensure that this policy is available to all members of the campus community and to all those who join the community in the future. Copies of this policy will be</p>	<p><b>K. Preparation and Dissemination of Information</b></p> <p>The Executive Director, Administration and Operations will ensure that this policy is available to all members of the campus community and to all those who join the community in the future. Copies of this policy will be</p>

<p>available in appropriate offices and on the University's website. Additionally, the Director of Equal Opportunity Programs will offer training sessions for the purpose of educating the community about the harassment and nondiscrimination policies.</p>	<p>available in appropriate offices and on the University's website. Additionally, the Director of Equal Opportunity Programs will offer training sessions for the purpose of educating the community about the harassment and nondiscrimination policies.</p>
<p><b>L. Retaliation</b></p> <p>Filing a complaint of discrimination or harassment is a protected activity under the law. Retaliation against anyone who files a complaint, who supports or assists an individual in pursuing a complaint, or who participates in the resolution of a complaint is prohibited. Any retaliatory action may be the basis for another complaint under this policy.</p>	<p><b>L. Retaliation</b></p> <p>Filing a complaint of discrimination or harassment is a protected activity under the law. Retaliation against anyone who files a complaint, who supports or assists an individual in pursuing a complaint, or who participates in the resolution of a complaint is prohibited. Any retaliatory action may be the basis for another complaint under this policy.</p>
<p><b>M. Frivolous or False Complaints</b></p> <p>This policy shall not be used to bring frivolous or knowingly false complaints against students, teachers, or other staff. Those bringing frivolous or knowingly false complaint may be subject to disciplinary action.</p>	<p><b>M. Frivolous or False Complaints</b></p> <p>This policy shall not be used to bring frivolous or knowingly false complaints against students, teachers, or other staff. Those bringing frivolous or knowingly false complaint may be subject to disciplinary action.</p>
<p><b>N. Records</b></p> <p>All records are confidential with access only to individuals with a legitimate need to know.</p> <p>Records of discrimination and harassment complaints are maintained as follows:</p> <ol style="list-style-type: none"> <li>1. Information in Preliminary Reports of complaints will be maintained by the Executive Director, Administration and Operations or administrative designee for two school years.</li> <li>2. Information on formal investigations will be maintained in accordance with the hearing/grievance process under which the complaint was heard. In addition, the Clerc Center official who handled the complaint will send all documentation concerning the complaint to Executive Director, Administration and Operations or administrative designee. Complaints against staff or teachers which result in a personnel action will also be part of the personnel file. Complaints against students which result in a disciplinary record will be part of the student's disciplinary record. This information will be maintained for seven years.</li> </ol>	<p><b>N. Records</b></p> <p>All records are confidential with access only to individuals with a legitimate need to know.</p> <p>Records of discrimination and harassment complaints are maintained as follows:</p> <ol style="list-style-type: none"> <li>1. Information in Preliminary Reports of complaints will be maintained by the Executive Director, Administration and Operations or administrative designee for two school years.</li> <li>2. Information on formal investigations will be maintained in accordance with the hearing/grievance process under which the complaint was heard. In addition, the Clerc Center official who handled the complaint will send all documentation concerning the complaint to Executive Director, Administration and Operations or administrative designee. Complaints against staff or teachers which result in a personnel action will also be part of the personnel file. Complaints against students which result in a disciplinary record will be part of the student's disciplinary record. This information will be maintained for seven years.</li> </ol>

## APPENDIX 4: Procedure for Transitioning Students Back to School After Suspension

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The purpose of a transition plan is to clarify the process of re-entry to the school and/or dormitory for the administrators, the student, and the student's parents or legal guardians. The transition plan addresses the safety, development, and well-being of the re-entering student and other students in the program, and provides follow-up on the behavioral issues that led to the suspension.

A transition plan may include the following details, as appropriate to the situation:

- Date of the plan
- Time, date, and participants for a re-entry meeting for each student involved
- A description of any special programs or activities that the student(s) will participate in relevant to the behavior that led to the suspension, including dates and responsible staff members
- Individual transition plan – School:  
Summary of any restrictions, modifications, or accommodations that will be implemented to permit the student's return to the academic program
- Individual transition plan – Dormitory:

Summary of any restrictions, modifications, or accommodations that will be implemented to permit the student's return to the academic program

- Plan for counseling services
- Counseling to help with transition back into the 24-hour program
- In the case of harassment or discrimination, counseling to address harassment issues (required)
- IEP behavior plan
- Behavior contract, including a statement to clarify the consequences of any additional infractions of the MSSD Student Code of Conduct
- Expanded explanation of the details for any special programs or activities identified above

The transition plan should list the names of the individual(s) responsible for follow-up to ensure complete implementation of the plan to transition the student back to school.



## APPENDIX 5: Age Affidavit Guidelines

Permission requirements are established by MSSD for students who have reached the Age of Majority (18 years old). Parental or legal guardian permission is required for students under the Age of Majority.

Issue	Both	Student
<b>Administrative</b>		
Application/Admittance/Withdrawal	X	
IEP Assessment (unless transfer of rights has occurred)	X	
Release of Private Data	X	
Financial Responsibility	X	
All School Correspondence	X	
Report Cards	X	
Deficient Work	X	
Conferences	X	
Review of School Records	X	
Religious Education	X	
Emergency Loans (for ticket home)	X	
Social Security Number		X
<b>Health</b>		
OT/PT Services	X	
Health Agreement Form	X	
Student Accident Insurance	X	
Doctor's appointments may be made by the student (however, the student must inform the clinic, dormitory, school, and his or her parents or guardians prior to the appointment)		X
Outside Therapy	X	
Admission to a Hospital	X	

Issue	Both	Student
<b>Mental Health</b>		
Psychiatric and Psychological Evaluation	X	
Drug Counseling (outside agency)	X	
Rape Crisis Therapy	X	
<b>School and Residence Living</b>		
Excused Absences	X	
Disciplinary Action	X	
Leave Campus	X	
Off-Campus Permission (list of individuals student may leave with)	X	
Leaving Campus by Vehicle	X	
Leaving Campus During the School Day (or week)	X	
Weekends (only with invitation from destination parents or guardians)	X	
Off-Campus Work and On-Campus Work		X
School Organized Field Trips		X
Activity Permission (On-Campus) e.g., sports including intramurals, academic bowl, peer advisor, etc.		X
Activity Permission (Off-Campus), e.g., camping trip		X
Sex Education Classes	X	
School Sponsored Publicity Photos		X
Transition Option		X
Senior Research Project		X
High School League Sports		X

## APPENDIX 6: MSSD Code of Conduct-Level 1, 2, 3, and 4 Summary of Violations and Consequences

### Level 1

Level 1 behaviors are those behaviors that are insubordinate or cause minor disruptions to the academic/student life environment, may involve minor damage to MSSD property or harm to self or others. Level 1 behaviors result in disciplinary responses that may be elevated to administrative response if they are not successfully abated by the teacher or staff member.

Level 1 Behavior	Disciplinary Response(s)
1.1 Refusal to present school-issued identification upon request	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• First offense:               <ul style="list-style-type: none"> <li>○ 7<sup>th</sup> Hour/DH/BBL/IDR/OCR</li> <li>○ Documentation (Log Entry/Incident Report)</li> </ul> </li> <li>• Second offense:               <ul style="list-style-type: none"> <li>○ Same as 1<sup>st</sup> offense</li> <li>○ Behavior intervention</li> </ul> </li> <li>• Third offense:               <ul style="list-style-type: none"> <li>○ Refer to Level 2</li> </ul> </li> </ul> <p>*2<sup>nd</sup> and 3<sup>rd</sup> offenses apply to same behavior</p> <p><b>Optional/Recommended:</b></p> <ul style="list-style-type: none"> <li>• Mentoring</li> <li>• Conflict Resolution/Mediation</li> <li>• Community Service</li> <li>• Loss of Privileges/Membership</li> <li>• Reparations within 30 days</li> </ul>
1.2 Attending class without required class materials or assigned work	
1.3 Off-task behaviors that demonstrate disengagement from classroom learning and dorm activities	
1.4 Behaviors that disrupt or interfere with classroom teaching and learning, student life activities and meetings	
1.5 Inappropriate displays of affection	
1.6 Excessive noise in the classroom, hall, or school/residential building	
1.7 Running in the classroom, hall, or building	
1.8 Communication with staff and peers that is not polite, courteous, or respectful	
1.9 Directing profanity or obscene/offensive gestures toward peers	
1.10 Refusal to comply with staff instructions, or classroom, cafeteria, school, or student life rules	
1.11 Using computer/office equipment without permission	
1.12 Intentional misuse of school/student life equipment/supplies/facilities	
1.13 Unauthorized use of portable electronic devices and videophone (e.g., mp3 players, cell phones, pagers, etc.)	
1.14 Noncompliance with an approved dress code	
1.15 Leaving/cutting class/activity without permission	
1.16 Unauthorized presence in hallway during class time	
1.17 Inappropriate or disruptive physical contact between students	
1.18 Throwing objects that may cause injury or damage property	
1.19 Off-campus violations (curfew, not in a group of 2/3 students, etc.)	
1.20 Any behavior or other conduct not specifically enumerated in any other level in this code of conduct that causes disruption to the academic/residential environment, involves damage to school/student life property, or may cause minor harm to self or others	

## Level 2

Level 2 behaviors are those behaviors not specifically enumerated in any other level in this Code of Conduct that cause significant disruption to the academic/student life environment or cause harm to self or others. In addition to lesser consequences, Level 2 behaviors may result in In-School/Dorm Suspension.

Level 2 Behavior	Disciplinary Response(s)
2.1 Inappropriate use of Clerc Center/GU computer or network (restricted websites, offensive emails)	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• First offense:               <ul style="list-style-type: none"> <li>○ 2 days of ISS/IDS</li> <li>○ Documentation (Incident Report)</li> <li>○ Parent/Guardian Notification</li> </ul> </li> <li>• Second offense:               <ul style="list-style-type: none"> <li>○ 4 days of ISS/IDS</li> <li>○ Documentation (Incident Report)</li> <li>○ Parent/Guardian Notification</li> <li>○ Behavior Intervention</li> </ul> </li> <li>• Third offense:               <ul style="list-style-type: none"> <li>○ Refer to Level 3</li> </ul> </li> </ul> <p><b>Note:</b> Second and third offenses apply to same behavior</p> <p><b>Optional/Recommended:</b></p> <ul style="list-style-type: none"> <li>• Report to DPS/MPD (If * is next to the behavior, then reporting to DPS/MPD is required.)</li> <li>• Mentoring</li> <li>• Conflict Resolution/ Mediation</li> <li>• Loss of Privileges/Membership</li> <li>• Community Service</li> <li>• Reparations within 30 days</li> </ul>
2.2 Sale or distribution of any item without authorization	
*2.3 Unauthorized possession, use of over-the-counter medication or prescribed medication	
2.4 Verbal, written, or physical threat to person or property (including intimidating postures)	
2.5 Obscene, seriously offensive, or abusive language or gestures	
2.6 Insubordination, defined as repeated offenses of 1.10	
2.7 Causing disruption on school/residential properties or at any MSSD-sponsored or supervised activity	
2.8 Gambling	
*2.9 Discrimination or communicating slurs based on actual or perceived race, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable D.C. or federal law	
2.10 Engaging in sexual acts on school/residential premises or at MSSD-related functions	
*2.11 Leaving school without permission	
2.12 Academic dishonesty	
2.13 Forgery/falsification of documentation	
2.14 Lying to or giving misleading information to teacher/staff	
2.15 Posting or distributing material or literature that is disrespectful, demeaning, humiliating, or damaging to students and/or staff. This includes posting material on internet or sending material electronically (via social networking, email, pager, or cell phone)	
2.16 Engaging in behavior that demonstrates gang/neighborhood crew affiliation (displaying clothing or gestures associated with gangs)	
2.17 Bullying, or using humiliating or intimidating language or behavior including Internet bullying, including instigating bullying, behavior that is likely to encourage bullying	
2.18 Engaging in reckless behavior that may cause harm to self or others	
2.19 Extortion	
2.20 Fighting where there is no injury and no weapon	

*2.21 Trespassing
2.22 Petty theft (value under \$50)
2.23 Cutting and/or dying hair, body piercing, or tattooing on MSSD property
2.24 Accessory to level 3 behavior (i.e., withholding information, helping with planning)
2.25 Unauthorized area on GU/Clerc Center campus
2.26 Directing profanity or obscene/offensive gestures toward staff
2.27 Possession or use of tobacco
2.28 Any behavior or other conduct not specifically enumerated in any other level in this code of conduct that causes significant disruption to the academic environment or causes harm to self or others
2.29 Documented pattern of persistent Level 1 behavior

### Level 3

Level 3 behaviors are those behaviors not specifically enumerated in any other level in this Code of Conduct that cause disruption to the school/student life operation, destroy MSSD property, or cause significant harm to self or others. Level 3 behaviors result in home suspension.

Level 3 Behavior	Disciplinary Response(s)
*3.1 Acts of vandalism, destruction of property, or graffiti (tagging)	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• First offense: <ul style="list-style-type: none"> <li>○ 5 Days Home Suspension</li> <li>○ Documentation (Incident Report)</li> <li>○ Parent/Guardian Notification</li> <li>○ Counseling</li> <li>○ Behavior Modification Plan</li> <li>○ Re-entry Meeting</li> </ul> </li> <li>• Second offense: <ul style="list-style-type: none"> <li>○ Refer to Level 4</li> </ul> </li> </ul> <p><b>Note:</b> Second and third offenses apply to same behavior</p> <p><b>Optional/Recommended:</b></p> <ul style="list-style-type: none"> <li>• Mentoring</li> <li>• Conflict Resolution/Mediation</li> <li>• Reparations within 30 days</li> <li>• Loss of Privileges/Membership</li> <li>• Community Service</li> <li>• Report to DPS/MPD (If * is next to the behavior, then reporting to DPS/MPD is required.)</li> <li>• Report to Other Agencies as Appropriate (i.e., CFSA)</li> </ul>
*3.2 Documented theft (larceny or burglary) of school/student life/personal property without force	
3.3 Unauthorized solicitation on or off-campus (i.e. panhandling)	
3.4 Interfering with authorities or participating a major disruption of the school/student life's operation	
3.5 Tampering with, changing, or altering an official record or document of a school	
*3.6 Persistent harassment based on actual or perceived race, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable D.C. or federal law	
*3.7 Lewd or indecent public behavior or non-consensual sexual contact or sexual exploitation	
*3.8 Sexual harassment	
*3.9 Retaliation for reporting harassment and sexual harassment	
*3.10 Fighting which creates substantial risk of or results in minor injury	
3.11 Inciting others to violence or disruption	
*3.12 Activating false alarm or tampering with fire safety equipment/security equipment	
*3.13 Contaminating food, drink, or personal item	
*3.14 Possession of a weapon or replica or imitation of a weapon	

(including water guns), other than weapons subject to the requirements of the Gun-Free School Zones Act	
3.15 Using an article that is not normally considered a weapon to intimidate or threaten another individual	
3.16 Accomplice to Level 4 behavior (i.e. participating/assisting)	
3.17 Possession or distribution of obscene or pornographic material on school premises	
*3.18 Possession or use of alcohol	
*3.19 Unauthorized distribution of over-the-counter medication	
3.20 Hazing with no physical/mental harm	
3.21 Possession of tools or instruments which administrators deem could be used as weapons	
3.22 Any behavior or other conduct not specifically enumerated in any other level in this code of conduct that causes disruption to the school/residential operation, destroys school/residential property, or causes significant harm to self or others	
3.23 Documented pattern of persistent Level 2 behavior	

#### Level 4

Level 4 behaviors are those behaviors not specifically enumerated in any other level in this Code of Conduct that are illegal, cause significant disruption to the school/student life operation, or cause substantial harm to self or others. Level 4 behaviors result in home suspension and recommendation for expulsion.

Level 4 Behavior	Disciplinary Response(s)
*4.1 Acts of exceptional misconduct at other schools	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• 10 Days Home Suspension</li> <li>• Documentation (Incident Report)</li> <li>• Parent/Guardian Notification</li> <li>• Loss of Privileges/Membership</li> <li>• Recommendation for Expulsion</li> <li>• Report to DPS/MPD</li> </ul> <p><b>Optional/Recommended:</b></p> <ul style="list-style-type: none"> <li>• Mentoring</li> <li>• Conflict Resolution/Mediation</li> <li>• Reparations within 30 days</li> </ul>
*4.2 Vandalism/destruction of property over \$500	
*4.3 Use, possession, selling or distribution of marijuana, drug paraphernalia, prescription drugs, controlled dangerous substances, imitation controlled substances, inhalants, or other intoxicants, irrespective of the amount or type	
*4.4 Theft/causing serious disruption or damage to school's computer systems, technology equipment, electronic files, or network	
*4.5 Possession of fireworks or explosives	
*4.6 Theft or attempted theft using force, coercion, intimidation or threat of violence (robbery)	
*4.7 Assault/physical attack on student or staff	
*4.8 Fighting which results in a serious physical injury	
*4.9 Participating in group fight which has been planned, causes major disruption to school day or results in substantial bodily injury	
4.10 Using an item/article that is not normally considered a weapon to injure another individual	
*4.11 Use, threatened use, or transfer of any weapon	
*4.12 Use, possession, or bringing to school a loaded or unloaded firearm, as defined in 18 U.S.C. § 921 (2000), including but not limited to pistols, blank pistols, starter pistols, revolvers, rifles, and shotguns.	
*4.13 Any behavior that violates the Gun-Free School Zones Act	
*4.14 Deliberate acts that cause severe physical injury to another person (s)	

*4.15 Assault with a weapon	
*4.16 Commission or attempted commission of any act of sexual assault, sexual aggression, or non-consensual sexual intercourse	
*4.17 Arson	
*4.18 Biohazard	
*4.19 Bomb threat	
*4.20 Any other intentional use of violence, force, coercion, threats, intimidation, or other comparable conduct which causes or attempts to cause severe physical injury, substantial disruption, or obstruction of any lawful mission, process, or function of MSSD	
*4.21 Any behavior or other conduct not specifically enumerated in any other level in this code of conduct that is illegal, causes significant disruption to the school/residential operation, or causes substantial harm to self or others	

## APPENDIX 7: MSSD Directory

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### School Contact Information

#### 8 a.m.-4 p.m.

Phone:	(202) 651-5031
Phone (For Student Life):	(202) 250-2433
Videophone/Video Relay Service:	(202) 250-2152
Fax:	(202) 651-5109

### Student Life Contact Information

Videophone/Video Relay Service:	(202) 250-2167 (12-10 p.m.)
Fax:	(202) 651-5403

#### Weekends and after 3 p.m. on week days

Girls Dorm Videophone/Video Relay Service:	(202) 250-2368 (2 <sup>nd</sup> floor)
Girls Dorm Videophone/Video Relay Service:	(202) 559-0421 (3 <sup>rd</sup> floor)
Girls Dorm Pager Address:	mssdgirlsldorm@gallaudet.edu
Girls Dorm Text:	(202) 905-6001
Boys Dorm Videophone/Video Relay Service:	(202) 559-5273 (2 <sup>nd</sup> floor)
Boys Dorm Videophone/Video Relay Service:	(202) 559-0420 (3 <sup>rd</sup> floor)
Boys Dorm Pager Address:	mssdboysdorm@gallaudet.edu
Boys Dorm Text:	(202) 905-6749

If you need to contact MSSD teachers or staff members, you may do so by e-mailing them. Clerc Center e-mail addresses are in this format: **firstname.lastname@gallaudet.edu**.

The *MSSD Parent-Student Handbook* summarizes essential information for families and students and can be obtained online on the MSSD website, [www.gallaudet.edu/MSSD/parents.html](http://www.gallaudet.edu/MSSD/parents.html). A printed copy will be made available upon request. The Clerc Center reserves the right to modify the *MSSD Parent-Student Handbook* at any time. Parents and legal guardians will be notified when changes occur.