



WEST POINT

All Students Will Be Successful

West Point Consolidated School District
STUDENT/PARENT HANDBOOK
2023-2024

Grades Pre-K thru 7

Dear Employees,

We welcome you to the West Point Consolidated School District; *"HOME OF THE GREEN WAVE"*. Our goal is to provide the best education for our students, whether it is safety, instruction, technology, or extracurricular activities. We want the best of all worlds for each and every student we serve. Our success always depends on our parents, staff, and community. Together we can take pride in our district. We hope that everyone will become involved in our schools and the activities that take place in our district.

The West Point Consolidated School District is dedicated to:

- providing safe and orderly schools for all students,
- improving student achievement,
- increasing parental and community involvement in our schools
- promoting the use of technology by teachers and students alike, and
- providing our staff with the tools necessary to lead our students to becoming productive and successful citizens in a technology-based world.

Our Vision: All students will be successful.

Our Mission: The mission of the West Point Consolidated School District is to provide an educational system characterized by innovation, individualized instruction, and shared responsibility in a safe and supportive environment.

Our Beliefs and Values: We will not compromise the quality of our educational purpose. We will not tolerate anything that diminishes the dignity of any person. We will engage in no program, course or activity that does not directly contribute to the elementary and secondary instructional program.

Our success always depends on our parents, staff, and community. Together we can take pride in our district. We hope that everyone will become involved in our schools and the activities that take place in our district.

Sincerely,

Dr. Jermaine Taylor, Superintendent



West Point Consolidated School District

NOTICE OF NON-DISCRIMINATION

The West Point Consolidated School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in the provision of educational programs and services or employment opportunities and benefits. The following office has been designated to handle inquiries and complaints regarding the non-discrimination policies of the district:

Dr. Jermaine Taylor, Superintendent
West Point Consolidated School District
P. O. Box 656 - 359 Commerce Street
West Point, MS 39773 (662) 494-4242

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ALMA MATER

All hail to thee
To the Green and the White
All hail to thee
May she ever be bright
For we'll love and obey
From day unto day
Our Dear 'ole West Point High
School
We'll love thee for ever more.

FIGHT SONG

When the Greenies take the field
We know they will never yield.
And when the Green Wave hits that line
There'll be a touch down every time.
Razzle dazzle treat'em rough
Show'em we have got the stuff.
Never Give in
Fight 'till you win
For the Glory of the Green and White
FIGHT!

STUDENT/PARENT HANDBOOK

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2023-2024 School Calendar

DATE	DAY OF WEEK	EVENT
July 3 - 4	Monday - Tuesday	INDEPENDENCE DAY HOLIDAY
July 21	Friday	New Teacher Orientation
July 24 - 26	Monday - Wednesday	Professional Development
July 27	Thursday	First Day for Students
September 4	Monday	LABOR DAY HOLIDAY
September 5	Tuesday	Parent Conferences (student holiday)
September 6	Wednesday	Classes Resume
September 29	Friday	<i>End 1st Grading Period</i>
October 2 - 6	Monday - Friday	Fall Intercession
October 9 - 11	Monday - Wednesday	FALL BREAK
October 12	Thursday	Classes Resume
November 20 - 24	Monday - Friday	THANKSGIVING HOLIDAYS
November 27	Monday	Classes Resume
December 19	Tuesday	<i>End 1st Semester & 2nd Grading Period</i>
December 20 - January 2	Wednesday - Tuesday	CHRISTMAS HOLIDAYS
January 3	Wednesday	Professional Development (student holiday)
January 4	Thursday	Classes Resume
January 15	Monday	MARTIN LUTHER KING HOLIDAY
January 16	Tuesday	Classes Resume
February 12	Monday	Parent Conferences (student holiday) (Inclement weather makeup day)
February 13	Tuesday	Classes Resume
March 8	Friday	<i>End 3rd Grading Period</i>
March 11 - 15	Monday - Friday	SPRING BREAK
March 18 - 22	Monday - Friday	Spring Intercession
March 25	Monday	Classes Resume
March 29 - April 1	Friday - Monday	GOOD FRIDAY & EASTER MONDAY (April 1• - Inclement weather makeup day)
April 2	Tuesday	Classes Resume
May	To Be Determined	GRADUATION -TBD
May 27	Monday	MEMORIAL DAY HOLIDAY
May 28	Tuesday	Classes Resume
May 30	Thursday	Last Day for Students
May 30	Thursday	<i>End 2nd Semester & 4th Grading Period</i>
May 31	Friday	Last Day for Teachers & Teacher Assistants

180 Days for Students

187 Days for Teachers and Teacher Assistants

MISSION STATEMENT

The mission of the West Point Consolidated School District is to provide an educational system characterized by innovation, individualized instruction, and shared responsibility in a safe and supportive environment.

VISION STATEMENT

All students will be successful.

BELIEFS and VALUES

We will not compromise the quality of our educational purpose. We will not tolerate anything that diminishes the dignity of any person. We will engage in no program, course or activity that does not directly contribute to the elementary and secondary instructional program.

GOALS AND OBJECTIVES

- GOAL 1: PROVIDE AND MAINTAIN SAFE AND ORDERLY SCHOOLS
- GOAL 2: IMPROVE STUDENT ACHIEVEMENT
- GOAL 3: INCREASE PARENTAL AND COMMUNITY INVOLVEMENT
- GOAL 4: PROMOTE THE USE OF TECHNOLOGY BY TEACHERS AND STUDENTS

WPCSD BOARD OF TRUSTEES

Gene Brown, Chairman
Tommy Coleman, Vice-Chairman
Elizabeth Bailey, Secretary
Israel Lee, Member
Laquante Pruitt, Member

DISTRICT ADMINISTRATION

Dr. Jermaine Taylor, Superintendent
Dr. Kendall Pickens, Assistant Superintendent of Operations
Reita Humphries, Assistant Superintendent of Instruction and Federal Programs
Kris Hollis, Director of Testing and Curriculum
Catrina Mosely, Director of Special Services
Paul Lockett, Information Technology Director
Chris Chambless, Athletic Director
Susan Byars, Child Nutrition Director
Ricky Melton, Maintenance Director
Lamar Mills, Transportation Director

SCHOOL CONTACT AND DISTRICT ADMINISTRATION INFORMATION

EASTSIDE ELEMENTARY (PRE-K – K)

Jacqueline Gray, Principal

1039 E. Broad Street
West Point, MS 39773
Phone: 662-494-4691

Waynette Baker, Administrative Assistant
Contessa Ewing, Counselor
Ashley Bowens, Nurse

CHURCH HILL ELEMENTARY SCHOOL (1st – 2nd)

Jon Oswalt, Principal

2050 W. Church Hill Rd.
West Point, MS 39773
Phone: 662-494-5900

Trenice Brownlee, Assistant Principal
Inell Bradshaw, Administrative Assistant
Anna Ramsey, Counselor
Ginge Harden, Nurse

SOUTH SIDE ELEMENTARY SCHOOL (3rd – 4th)

Casey Glusenkamp, Principal

237 Louis Odneal Rd,
West Point, MS 39773
Phone: 662-495-6216

Trenice Brownlee, Assistant Principal
Alma Morton, Administrative Assistant
Stacy Ricks, Counselor
Ginge Harden, Nurse

WEST CLAY ELEMENTARY (Pre-K – 6th)

Lucy McKellar, Principal

450 Joe Stevens Rd.
Cedar Bluff, MS 39741
Phone: 662-494-2350

Sandra Deanes, Administrative Assistant
Katrina Carlisle, Counselor
Shalandor Johnson, Nurse

FIFTH STREET SCHOOL (5th – 7th),

Talisha Randle Principal

418 Fifth St.
West Point, MS 39773
Phone: 662-494-2191

Tiara Brown, Assistant Principal
Roulette Hosey, Assistant Principal
Telkia Culberson, Administrative Assistant
Karen Gore, Administrative Assistant
Danielle Spencer, Counselor
Susan McComic, Nurse

WEST POINT LEARNING CENTER (Alternative Education)

Richard Bryant, Principal

8355 Hwy 45A North
West Point, MS 39773
Phone: 662-494-5967

Monica Pippins
Erin King, Counselor

SCHOOL BEGINNING / ENDING TIMES

EASTSIDE ELEMENTARY (PRE-K – K)

Morning: 7:15 AM

Evening: 2:30 PM

CHURCH HILL ELEMENTARY SCHOOL (1st – 2nd)

Morning: 7:20 AM

Evening: 2:30 PM

SOUTH SIDE ELEMENTARY SCHOOL (3rd – 4th)

Morning: 7:20 AM

Evening: 2:30 PM

WEST CLAY ELEMENTARY (Pre-K- 6th)

Morning: 7:20 AM

Evening: 2:40 PM

FIFTH STREET SCHOOL (5th – 7th)

Morning: 7:30 AM

Evening: 3:00 PM

WEST POINT LEARNING CENTER (Alternative Education)

Morning: 7:30 AM

Evening: 2:30 PM

ADMISSIONS

1. In accordance with the laws of the State of Mississippi, in order to be admitted to pre- kindergarten, students must be 4 years of age and kindergarten, students must be 5 years of age on or before September 1 of the current school year. First grade students must be 6 years of age on or before September 1 of the current school year. Certificates of Immunization and Vaccination are required upon entering school.
2. A certified birth certificate or documentation as permitted by MS Code 37-15-1 should be presented upon admission. The birth certificate must be from the Bureau of Vital Statistics or from the State Department for students born overseas. The principal or his/her designee must verify the birth certificate.
3. The principal shall require that a U.S. postal money order to the Bureau of Vital Statistics in the required amount be deposited for students who are unable to present a certified birth certificate upon admission, and the student will be enrolled on a temporary basis until the certified birth certificate is received by the school. Temporary enrollment will preclude official recording or release of grades for 30 calendar days.
4. Student must present an up-to-date original immunization record. Detailed information regarding immunization records can be found under the Medical Information section of this handbook.
5. If a student is transferring into a Pass Christian School from a school accredited by a state or regional accrediting agency, an official transcript mailed directly from the office of the school previously attended will be required. A report card or transfer papers from the previous school attended will be used for temporary class placement.
6. Students transferring into a West Point Consolidated School from a non-accredited school or home schooling must be given appropriate placement tests (grades K-8) as determined by school officials. A copy of the student's Social Security Card is requested.
7. Students will be enrolled in the West Point Consolidated School District only if they are residing with their parent or legal guardian and said parent **or** legal guardian resides within the West Point Consolidated School District. The West Point Consolidated School District will not recognize or accept guardianship papers for health and school purposes only. Partial guardianship of the student by a resident within the district will not be recognized as meeting full legal guardianship. (See Policy [JBC](#))

VERIFICATION OF RESIDENCY REQUIREMENTS

Definition of residence for school attendance purposes: The student physically resides full time week days/nights and weekends at a place of abode located within the limits of the West Point Consolidated School District.

1. The parent(s) or legal guardian(s) of a student seeking to enroll must provide the West Point Consolidated School District with a current utility bill and at least one of the items numbered (1) through (9) below as verification of their address. A document with a post office box as an address will not be accepted.
 - a. Mortgage documents or property deed
 - b. Apartment or home lease (signed original)
 - c. Utility bills
 - d. Driver's license

- e. Filed Homestead Exemption Application form
 - f. Voter precinct identification
 - g. Automobile registration
 - a. Affidavit and/or personal visit by a designated school official
 - h. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district (at the discretion of the principal)
2. If you are the legal guardian/custodian of the student, you must also provide documentation titled "Letters of Guardianship" or a custodial court order issued by a judge appointing you as guardian.
 3. If you cannot meet the requirements for residency, you must meet with the Superintendent's designee to determine whether your child will be eligible for enrollment under an Affidavit of Residency. Both the parent and the Pass Christian resident must be present at the meeting and provide the documentation required in item 1.
 4. If the West Point Consolidated School District receives a complaint regarding the residence of a student, the district is required to take action to further verify legal residency including, but not limited to, follow-up visits to the resident's address by school officials.

RELEASE OF STUDENT INFORMATION

DIRECTORY INFORMATION

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance to colleges, military organizations, prospective employers, and other legitimate groups determined to operate in the student's best interests. A parent may request that directory information about his/her child be withheld from release by submitting a written request to the principal within ten (10) days of the first official day of the year stating that identifiable information regarding the student be deleted from school publications and/or social media.

NON-CUSTODIAL AND CO-CUSTODIAL PARENTS

The Board of Trustees of the West Point Consolidated School District recognizes the value of providing information, whenever it is possible and legal, to non-custodial parents regarding school progress and activities pertaining to their child. The school district also recognizes that many separated/divorced parents continue to share care-giving and custody and that each parent, under legal and practical circumstances, should have access to information regarding the child's academic progress and school activities.

Non-custodial parents and parents with shared custody not normally receiving information on their child from the school may request this service on an annual basis. Upon written request to their child's school principal, the school will subsequently and routinely mail to the non-custodial parent a copy of all school information that is normally sent home with the child to the custodial parent or legal guardian. This information will be provided for the remainder of the school year in which the request has been made.

In some situations, by court order, non-custodial parents are not entitled to access school information regarding their child. Challenges to a parent's access to information will be referred to the Superintendent or designee. Any information regarding the student will be withheld from a parent pending resolution of the Superintendent's (or designee's) investigation. The principal will advise anyone challenging a parent's right to information that this right can only be frustrated by court action. Those launching challenges are advised to provide documentation regarding court orders providing or prohibiting access to information.

ATTENDANCE

Punctual and regular attendance is of paramount importance to a student's academic success. Each student should attend school each day. When it is necessary for a student to be absent from school, the parent or legal guardian is requested to telephone the school on the day of the student's absence.

School Board policy [JBD](#) establishes new guidelines regarding student absence from school. Parents and students are advised that the following requirements will be enforced according to the policy:

1. A student must bring in the doctor's excuse or parent note within two days of returning to school in order for the absence to be excused.
2. A parent or guardian may send 2 written notes for absences per semester. Subsequent absences due to illness require a doctor's excuse in order to be excused.
3. A doctor's excuse must be a signed original or a copy faxed directly to the school from the doctor's office.

When a doctor's excuse for a chronic health condition covers multiple absences, it must be updated each semester to reflect the student's current medical condition.

A student who is absent from school must assume the responsibility of completing missed assignments in a timely manner.

ABSENCES

The West Point Consolidated School District supports the belief that the instructional program is the most critical element in a child's education. Regular attendance is extremely important to student progress and achievement. School attendance is ultimately the responsibility of the student and the student's family.

For a student to be considered as having attended school for a full day, the school board specifies that each student must be present for 63% of his or her individual Instructional day as fixed by each individual school. For the purpose of reporting absenteeism, a student who has an absence

that is more than thirty-seven percent (37%) of the student's instructional day at which the student is enrolled, shall be considered absent the entire school day. A student may not participate in a school- sponsored activity if the student is absent more than 37% of the day. An administrative exception may be granted for extenuating circumstances. Written approval is required. Students who are absent due to a scheduled, approved school-related function will not have that absence counted toward the total allowed.

When a student is absent from school, whether the absence is for a full or partial day, the student should return to school with documentation regarding the reason for the absence. Absences will be recorded in the following ways:

EXCUSED: An excused absence is one which results from a personal illness/injury, medical or dental appointment, isolation ordered by county health officer or appropriate school official, death or serious illness involving an immediate family member (sibling, parent, grandparent), observances of religious holidays of a student's own faith (requires prior approval); or circumstances such as court ordered appearances, family emergencies, extreme weather, etc. that require immediate attention and that the school principal deems necessary. When students are sent home by the school nurse, the absence is considered excused for that day only.

UNEXCUSED: An absence is considered unexcused if proper documentation is not received **within two (2) days of the child's return to school** if the documentation is unacceptable or if the absence is the result of Out of School Suspension.

Approved Absences: An approved absence applies when a student is representing the school in an official capacity. This classification includes students who are part of a school-related field trip or an educational activity. Seniors are permitted two (2) days for college visits. With the prior recommendation of the school guidance counselor and permission of the principal, a senior may be granted another college visit day. Juniors may have one (1) college visit day with the prior recommendation of the school guidance counselor and permission of the principal.

The West Point Consolidated School District adheres to the Mississippi Compulsory School Attendance Law (MS Code §37-13-91) which states "when the child has accumulated five (5) unlawful absences during the school year of public school in which the child is enrolled, the school district Superintendent or his designee shall report, within two (2) school days or within five (5) calendar days, whichever is less, the absences to the school attendance officer." Law enforcement officials are authorized to investigate all cases of nonattendance and unlawful absences by compulsory school age children and to bring legal action against the parent/guardian.

ARRIVAL/DISMISSAL

We wish to provide the safest climate that we can for the students, faculty, and staff members of the West Point Consolidated Schools. Parents and visitors are required to enter through the front entrance doors.

For Elementary students, the school day begins at 8:00 a.m. and ends at 2:40 p.m. Elementary students are to arrive **no earlier** than 7:15 a.m. The school will not assume responsibility for any students arriving on school grounds prior to the stated time unless they are transported by the school bus. Continuous disregard for this procedure may be reported to the Central Office and the West Point Police Department.

- A. For children to arrive in class on time, the car rider lane will close at 7:50 a.m. Breakfast is available to all students who arrive before 7:55 a.m.
- B. The school day begins at 8:00 a.m. and ends at 2:40 p.m.
- C. No student check-outs are allowed after 2:15 p.m.
- D. Students are to leave the school campus at the end of the school day unless under the direct supervision of a teacher. The school will not assume responsibility for any child remaining on campus after the end of the school day without approval.
- E. Parents who are providing transportation should remain in their vehicle during arrival and dismissal. For morning arrival please make sure that your child has all materials in their backpack and ready to exit the vehicle when pulling up.
- F. For the safety of your child, **ALL** transportation changes must be in writing and received by 10:00 a.m. Faxed letters and phone calls will **not** be accepted unless approved by the building administrator.
- G. It is imperative that all procedures for arrival and dismissal are followed.
- H. In order to maintain student safety, car rider placards must be visible in the vehicle picking up the student. Additional placards can be picked up at the school office.

TARDY TO SCHOOL

Any student not in class by 8:00 a.m. shall be considered tardy and must be signed in by his/her parent in the office and obtain a pass to enter the classroom. The following tardy procedures will be followed:

The principal and/or designee will investigate excessive tardiness. Excessive tardiness is considered more than five tardies in a nine-week period. Excessive tardies may result in notifying the school resource officer, truancy officer, and/or Child Protective Services due to the loss of instructional opportunities.

A student is tardy to school if he/she arrives at school after the tardy bell has rung. Tardies to school that may be excused if:

- a. A school bus is late.
- b. A student presents verification of an appointment by a doctor or dentist's office.
- c. A student was involved in an accident and presents verification from a law enforcement official, or the principal has personal knowledge of the accident.
- d. The school has been notified in advance by a physician of medical reasons which, due to their nature, may cause a student to be tardy from time to time.

RELEASE OF STUDENTS DURING THE DAY

In the event circumstances make it necessary for a student to check out of school before the end of the school day, a principal or designee shall permit a child to leave school only in custody of one of the following adults:

- parent/guardian of the student with photo ID;
- person listed on Emergency Contact Card must be at least 21 years of age, with photo ID
- law enforcement officer; or
- authorized worker from the Department of Human Services (DHS)

The person checking out the student must go through the office, where they will show identification and sign for the release of the student. Non-custodial parent rights are protected unless legal papers are on file that restrict these rights. Check outs are to be made before 2:15. Requests for dismissal after 2:15 may be denied.

EARLY DISMISSAL FROM SCHOOL

Early dismissal is discouraged as check-outs interrupt the instructional climate in the classroom. Check-outs are governed by the same guidelines as excused and unexcused absences. (See Release of Students during the Day.)

PERFECT ATTENDANCE

Perfect attendance in the West Point Consolidated School District is defined as attendance on every scheduled school day with no absences (excused and unexcused) or early dismissals that result in student not meeting the 63% daily attendance requirement from school. Exceptions include tardies as a result of a late school bus or absences from a class due to a school-sponsored field trip or other school sponsored activity.

MAKE-UP WORK

Any student who is absent from school will have the opportunity to make up for the work he/she has missed during the absence.

The student has until the second day upon returning to school to make up the work missed. (Example: A student is absent on Monday and returns to school on Tuesday. The missed assignments are due on Wednesday.) If a student misses consecutive days, the student will be allowed an additional day for each absence to make up the work. (Example: A student is absent on Monday and Tuesday and returns to school on Wednesday. The student would turn in the makeup work no later than Friday.) All classwork will be assembled daily for the absent student. Parents may request any makeup work to be completed at home. Please allow at least 24 hours for teachers to assemble makeup work.

A student may be given time to do make-up work during activities, recess, or at other times during the day as determined by the teacher. **Upon the student's return, all tests will be given at the teacher's discretion based upon the student's readiness.**

Parents may request any makeup work to be completed at home for long-term medical illness. In order for a student to receive assignments, a parent meeting with an administrator must take place. Specifics for making up assignments will be discussed during the meeting. Please allow at least 24 hours for teachers to assemble makeup work.

PARENT PORTAL

The West Point Consolidated School District is proud to provide parents with **Active Parent**, a website where you can view your child's grades, attendance, and discipline records. To access the Active Parent portal, parents/guardians can go to the school district's website at <https://www.westpoint.k12.ms.us/> and click on Active Parent Login Portal. Parents must register for access to the Active Parent portal with the school counselor. Active Parent can also be accessed through the Active Parent app.

BACKPACKS

Carrying backpacks/book bags is considered a privilege and may be revoked. The principal may require that bags be stored in the student's classroom or other storage facility and not be used for carrying books and/or school supplies between classes.

Students may bring traditional backpacks to school to carry books, lunches, and other necessary school related items. Rolling backpacks, rolling suitcases and/or rolling carts are a safety hazard and will not be permitted in halls, walkways, or classrooms unless authorized by a doctor.

BUS

West Point Consolidated Schools provides transportation for students living within the district. Riding the bus is a privilege which can be denied. It is advisable for parents to review the safety rules with their child. (See Bus Conduct/Discipline under Student Conduct section) **For the safety of your child, transportation changes must be in writing and received by 10:00 a.m. Faxed letters and phone calls will not be accepted.**

Note: Mississippi Code Section 37-41-3- Pupils Entitled To Transportation *Pupils of legal school age, which shall include kindergarten pupils, and in actual attendance in the public schools who live a distance of one (1) mile or more by the nearest traveled road from the school to which they are assigned by the school district in which they are enrolled shall be entitled to transportation within the meaning of this chapter.*

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of West Point Consolidated Schools. To encourage good nutrition, a well-balanced breakfast and lunch is provided to all students for free. Students may bring their lunch and buy milk. Students **may not bring canned drinks into the cafeteria** unless they are bringing lunch from home.

Students who bring their lunch may purchase milk, bottled water, and chips for an additional cost. Prices will be posted in the cafeteria and made known to parents.

Special Food Needs: If your child is allergic to certain foods and/or has religious food restrictions there are forms you can obtain from Child Nutrition that must be signed by a doctor. These forms should be turned in to the cafeteria for your child to receive a special breakfast and lunch.

No food may be taken from the cafeteria except under special circumstances.

******FAST FOOD MAY NOT BE DELIVERED OR BROUGHT IN FOR LUNCH.**

PARENT LUNCHES: On special occasions when a student is allowed to have a lunch guest, such approved guest may purchase an adult meal from the cafeteria. The price of an adult breakfast is \$2.35, and the price of an adult lunch is \$4.00. All guests must be approved by the principal and be a person listed on the student's green card and show proper identification.

CELL PHONE/ELECTRONIC DEVICES

The use of electronic devices is not permissible on campus during operating school hours without prior approval from the principal. This includes, but is not limited to, cell phones, tablets, etc. During operating school hours, all such devices must not be visible or turned on unless given permission by an administrator of the West Point Consolidated School District.

Failure to follow these guidelines regulating possession and/or use of electronic communication devices will result in confiscation and/or disciplinary action. **(Policy JE)**

The school is not responsible for lost, stolen, or impounded items.

General Recording Policy:

Students are prohibited from using cell phones or any other device to make audio or video recordings at school to cheat or plagiarize, to bully, haze or harass others, to disrupt the learning environment, to view pornographic, vulgar, or inappropriate content, to post derogatory content on social media sites, or take unsolicited or unwelcome photographs of students, staff or facilities. Failure to adhere to this policy will result in disciplinary actions.

Fighting - Recording a Fight:

The act of recording/videoing a fight between other students is not permitted. If a student records a fight, then the following disciplinary procedures will be adhered to: The video will be deleted from the cell phone. The person responsible for recording and/or sharing the video or photograph will be subject to out-of-school suspension. Any student who records a person or event in such a manner that the recording or sharing thereof violates individual privacy; leads to bullying; or disrupts the learning environment, is subject to legal or disciplinary action as appropriate.

Photographing or Recording a Person in a Restroom or Other Place with Expectation of Privacy:

Mississippi State laws provide for severe criminal penalties for anyone who photographs or video records another person in a state of undress or in a place with an expectation of privacy, including restrooms, locker rooms, etc. This school district prohibits any such activity, and will enforce all laws of this type, as well as administering district disciplinary action.

CHILD FIND

Child Find is an ongoing effort to locate, identify, and evaluate children birth through 21 years of age who are physically, mentally, communicatively, and/or emotionally disabled. Early identification, along with early intervention, is very important in making a positive difference in the educational experience of each child.

West Point Consolidated School District provides services for the following disabilities: speech and language, autism, traumatic brain injuries, learning disabilities, intellectual disability, visual impairments, hearing impairments, developmental delays, orthopedic impairments, other health impairments and emotional disabilities, as well as combinations of some disabilities.

Information regarding children referred to the school district will be maintained in accordance with the Family Rights and Privacy Act by the Office of Special Services.

CLOSING OF SCHOOL FOR EMERGENCY REASONS

It is the philosophy of the West Point Consolidated School District that school should be in session as many days as possible during the school year. Student achievement correlates highly with the amount of time spent in the instructional process. For this reason, the West Point Consolidated Schools will be closed on normal school days only when the safety and/or welfare of the students is threatened.

There are several days each year when the weather is such that it causes inconvenience or unpleasantness. However, school will be in session on those days unless it is determined that transporting children to and from school has become unduly hazardous.

In the event it becomes necessary to call off school, parents will be notified via the district's automated announcement calling system, local TV news stations, and social media outlets. An announcement will also be made on all local media in the Golden Triangle area stating that schools are "closed" or there will be a "delayed start".

COMPLAINT PROCEDURES

The West Point Consolidated School District takes all concerns and complaints seriously. The district values the concerns of our parents, staff, students, and community. Complaints are respected and honored; there are no negative consequences for filing a complaint. No reprisals or retaliation shall be invoked against any student, parent, or employee for processing, in good faith, a complaint, either on an informal or formal basis, or for participating in any way in these complaint procedures. Every attempt is made to resolve complaints informally and at the lowest level possible.

Students are encouraged to use the Student Complaint/Concern Form available from any teacher, counselor, or office.

CONTACTING PARENTS

It is the parent's/guardian's responsibility to provide accurate and current telephone numbers which will permit school personnel to reach a responsible adult at all times. The school must be informed of any changes in telephone numbers and addresses. Parents/guardians are advised that if a responsible adult cannot be reached after good faith efforts by school personnel, Child Protective Services and/or a law enforcement agency will be contacted. The West Point Consolidated School District uses an automated school-to-parent communication service to place calls to parents announcing emergency preparedness procedures and to inform parents of upcoming school events such as statewide testing, fund-raisers, and PTO meetings. Parents may opt to receive this communication by phone or email.

DELIVERIES

In order to prevent interruption to the educational process and disruption in the classroom caused by items being delivered to students, the delivery of flowers, balloons, gifts, etc. are not accepted unless the building administrator has given prior approval.

DRESS CODE

Appropriate school dress helps promote the best learning situation. One's dress and general appearance is a factor in the way a person conducts him/herself. The manner in which a student dresses directly reflects the home, school, and community.

Shirts/Tops

- Shirts must be white, navy blue, or hunter green (no logos, stripes, or emblems)
- Shirts must have collars and sleeves
- School t-shirts or West Point Consolidated School district t-shirts may also be worn any day of the week

Pants/Skirts/Skorts/Jumpers

- Girls may wear skirts/skorts that are navy blue or khaki
- Bottoms must be khaki or navy blue
- Belts must be worn if there are belt loops
- No warmup pants, sweatpants, hats, scarfs, or sagging pants may be worn
- No jeans of any color may be worn except on special occasions. (Notes will be sent home and/or announcements will be made via School Status by administrators or teachers)
- On days where blue jeans are allowed. Jeans cannot be cut off or have see through rips.
- Jumpers and dresses must have sleeves or a shirt underneath with collars and sleeves

Shoes

- Sandals must have straps around the ankle, **no flip-flops shall be worn.**
- **Crocs and Birkenstocks are allowed**

For students in Pre-K and Kindergarten please send an extra set of labeled clothes in a clear zip-lock bag for your child. (This includes socks and underwear.) Tennis shoes must be worn on PE days.

The following items are NOT allowed and are prohibited from being worn

- No hats, visors, bandanas, stocking caps, wrap caps, headbands, or head scarves
- No hoods may be worn in the building
- No sunglasses
- No big or flashing jewelry
- No see-through garments or materials
- No bare midriff or revealing shirts/tops
- No house slippers, furry shoes that resemble house shoes, flip flops, and shower shoes
- Bras must be worn if age appropriate

Any student dress that is distracting to students or teachers should be brought to the attention of the administration.

**** All clothing (coats, sweaters, jackets, hats, etc.) SHOULD BE LABELED with the student's name.**

Dress Code Consequences (Grades 5-7)

Student will be given the opportunity to call home for a change of clothing and wait in ISS until change of clothing arrive. If no change of clothing is available, student will then be given ISS. Repeating dress code offenses will result in out of school suspension (OSS).

DYSLEXIA

In accordance with HB 1031, all students will be screened in spring of kindergarten and fall of first grade. If the student fails the screener, the parent or legal guardian will be notified of the screener results and will be invited to attend a Teacher Support Team (TST) meeting. The team and parent(s) will review results and discuss the interventions to support the student's academic needs.

EMERGENCY DRILLS

Emergency drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone follows the guidelines and instructions that are given. The following drills are conducted during the year: Fire/Evacuation, Tornado, Earthquake, and Lockdown. School doors will be locked in the event of a tornado or lockdown warning/drill. Parents will not be able to check students out until the warning/drill is completed or has been lifted.

FERPA

The Family Educational Rights and Privacy Act (FERPA) 20 USC §1232g affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are as follows:

1. The right to inspect and review the student's education records within forty-five (45) days after the day the school principal receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent 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 that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - a. Parents or eligible students who wish to ask the school to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - b. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged

failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

Federal Programs

The Office of Instruction and Federal Programs serves to ensure that at-risk students can achieve proficiency on state academic assessments aligned to state academic standards, focuses on academic activities, and works to improve teaching and learning to meet students' needs effectively using federal funds.

The West Point Consolidated School District operates six schools as school-wide title schools. All students in these schools may be served. Our focus includes the following five dimensions:

- Student Achievement
- School Context and Organization
- Professional Development
- Curriculum and Instruction, and
- Family and Community Involvement

FIRST AID AND EMERGENCY PROCEDURES

In the event of an illness, accident, or emergency in the classroom, on the campus, or any area of the school, the following procedures shall be followed: The person responsible shall notify the office and the nurse. (principal, assistant principal(s), secretary)

1. The injured party will not be moved unless they are in a life-threatening situation.
2. The office or nurse will notify the paramedics (if necessary).
3. The office or nurse will make every effort to notify the parent/guardian.
4. If treatment beyond the ability of the paramedic is required, arrangements will be made to transport the injured party to the appropriate facility.
5. Emergency first aid treatment for minor injuries will be obtained in the office and/or the school nurse's clinic. (Minor cuts, scrapes, and bruises, etc.)
6. In the event the injured or sick need to rest or remain still while waiting, he/she will be placed in the nurse's room with appropriate supervision.
7. An Accidental Injury Report will be submitted to the office.

FOOD AND DRINK

Students are permitted to eat breakfast, lunch, and snacks in designated areas of the school. Healthy food choices are encouraged. Fast Food may not be delivered or brought in for lunch.

Food or drinks may not be taken out of the cafeteria or commons.

Students are permitted to carry water with them during the school day provided that it is in a closed container. No other beverages are permitted, including coffee or energy drinks.

GIFTED PROGRAM

The West Point Consolidated School District provides a state mandated program for intellectually gifted students in second through sixth grade in accordance with *Regulations for Gifted Education Programs (2013)*, *Standards for the Gifted Education Programs (2013)*, *Outcomes for Intellectually Gifted Programs (2017)* and *Outcomes Scope and Sequence (2017)*.

The state of Mississippi defines “Intellectually Gifted Children” as “...children and youth who are found to have an exceptionally high degree of intelligence as documented through the identification process.”

The mission of the West Point Consolidated School District Gifted Program is to provide a qualitatively differentiated education program for gifted students based on their exceptional abilities, thereby enabling the gifted students to realize their potential contributions to self and society.

A student in grades 2-6 may be referred by a parent, teacher, counselor, administrator, peer, self, or anyone else having reason to believe that the student might be intellectually gifted. Students referred may be evaluated during the academic school year and/or summer months.

All students will be universally screened in the first grade and third grade. Only those students who have satisfied minimal referral criteria shall move forward to the assessment stage. The assessment stage is the individual test of intelligence, which shall be administered by a licensed examiner.

GUIDANCE SERVICES

All students have an opportunity to work with a guidance counselor in large group settings during the year. Some students may be referred to the counselor by faculty members for help in a specific problem area. Students may also see the counselor upon referral by a parent or by self-referral. If at any time you feel the need for your child to confer with the counselor, please call the school office.

SUICIDE PREVENTION

The West Point Consolidated School District recognizes that suicide is a major cause of death among youth and should be taken seriously. School Counselors and staff are available to address the

immediate needs of students to address social and emotional concerns. School Counselors will make referrals to Community Counseling Service and other outside agencies to address mental health illnesses such as depression, anxiety, trauma, grief, substance abuse, and self-injury.

If you are experiencing a mental health crisis at home and need immediate help, please call The National Mental Health Hotline: 988 Or Call: 866-866-6505
Line is Available 24 Hours A Day, 7 Days A Week

SOCIAL EMOTIONAL LEARNING

The West Point Consolidated School District will implement the Mississippi K-12 Social Emotional Learning Standards. The overarching purpose of these standards is to address the social and emotional needs of all students and to ensure success in school and life. Developing SEL skills improves student engagement in academic learning and prepares them to meet college and career readiness standards. The SEL standards assist school staff with their respective roles in integrating social emotional learning into daily classroom and school experiences of students.

INSURANCE

Student insurance may be available for students for a fee. We encourage every student to purchase insurance, especially those not already covered by some type of policy.

INTERSESSIONS

The 23-24 school year calendar provides two (2) micro-intersessions that give our learners access to more time to discover and fuel their passion while giving others opportunities to immediately close the learning gaps they experience. Only students who are invited to academic sessions or registered for camps are to attend on intersession days. All other students will remain at home for family time. If a student is invited to an academic session, they will not be permitted to attend a camp.

INTERVENTION PROCESS FOR ACADEMICS AND BEHAVIOR

A Multi-Tiered System of Supports (MTSS) designed to meet the needs of every student is in place in all West Point Consolidated School District schools. One aspect of the model includes three tiers of instruction: Tier I: quality classroom instruction based on the Mississippi College and Career Readiness Standards, Tier II: focused supplemental instruction, and Tier III: intensive interventions specifically designed to meet the individual needs of students. Teachers will use progress monitoring information to a) determine if each student is making adequate progress; b) identify any student as soon as he or she is falling behind; and c) modify instruction early enough to ensure that every student masters the essential skills. Monitoring of student progress is an on-going process that may be measured through informal classroom assessment, benchmark testing, and large-scale

assessments.

If strategies in Tier I are unsuccessful, students must be referred to Tier II for targeted intervention by the classroom teacher. If Tier II intervention is unsuccessful, the student will be referred to the school's Teacher Support Team (TST). The TST is the problem-solving unit responsible for interventions developed at Tier III for intensive interventions. Interventions will be designed to address the deficit areas, be research-based, be implemented as designed by the Teacher Support Team and school Interventionist and be supported by data regarding the effectiveness of the interventions.

Parents will be contacted prior to a classroom teacher implementing Tier II interventions and will be invited to participate in the process when a student is referred to the Teacher Support Team. Behavioral intervention and support are also part of the Tier process. Teachers and parents may identify students whose behavior interferes with learning to the TST Team.

ITEMS NOT APPROPRIATE FOR SCHOOL

In order to limit the risk of theft and distraction from learning in the classroom, please keep the following items at home

- | | | |
|--------------------|------------------------|-----------------------|
| • Toys | • Water pistols | • Personal playground |
| • Valuables | • Toy, BB, Splat, guns | equipment |
| • Good jewelry | • Sling shots | (basketballs, soccer |
| • Electronic games | • Real or "look alike" | balls, kick balls, |
| • Trading cards | bullets Knives | footballs, etc.) |
| • Stuffed animals | | |

LIBRARY

The Library Media Center (library) has materials to meet the individual interests and educational needs of all students. To ensure that all the children will have the use of materials, we ask that each child take responsibility for returning their materials in good condition and on time.

Parents can help their children take responsibility for materials they check out of the media center by:

- Helping your child find a special place to keep their books and other media materials.
- Helping your child to understand the value of library materials and how to care for them.
- Following the legal copyright guidelines in the duplication of non-print materials (computer software, video cassettes, audio cassettes, etc.) is necessary.

- Helping your child remember the day of the week that his/her class is scheduled for library checkout. With your help, your child can then return his/her library books to the library on time.

Parents will be required to pay replacement costs for lost and damaged library books and magazines.

LOST AND FOUND

All clothing such as coats, sweaters, jackets, hats, etc. SHOULD BE LABELED with the student's name. It is exceedingly difficult to trace lost articles without a label. Unclaimed clothing articles will be donated to a charitable cause at the end of each nine-week period.

MEDICAL INFORMATION COMMUNICABLE DISEASES

The Superintendent has the authority and obligation under the Mississippi State Board of Health Rules and Regulations Governing Reportable Diseases to exclude students or staff members from school when reliable evidence or information from a qualified source confirms his/her having a communicable disease or infection that is considered a health threat to the school population. Such a student or staff member shall be excluded unless his physician approves school attendance, or the condition is no longer considered contagious.

HEAD LICE

IDENTIFYING INFESTED CHILDREN

Group Screening - Schools will screen students in PreK-5 grades for head lice and handle infested students as described in, Handling of Infested Children, as described below. Screening will be done by nurses or other school staff who have been instructed in the technique of identifying head lice.

Individual Screening - Throughout the year, any student suspected of having head lice will be examined by the teacher, and if evidence of infestation is seen, re-examined by the nurse or other confirming examiner. If infested, the child will be handled as described below. If one child in a classroom is found to be infested, the entire class will be screened as described.

HANDLING OF INFESTED CHILDREN

Removal - An infested child will be removed from class and the parent will be called to take the child home for treatment with an effective product obtained from a physician or recommended by a pharmacist to treat head lice. Care will be taken not to embarrass the child and to assure that no stigma is attached to him/her. Detailed guidelines for treatment will be sent home with the child. Records of infestation dates and treatment will be kept.

Return to School – To return to school, a parent/guardian must bring the child to school and provide evidence of treatment; either a note from the doctor describing the treatment or a box top or package label from the product used. At this time, the child will be re-examined. The child must be free of live lice before returning to school. If the child has not been satisfactorily treated, the child will not be allowed to return to school. The child will be sent home for that day.

A second treatment is required, unless otherwise prescribed by a physician, in order to ensure that newly hatched lice are destroyed before they mature and multiply. If only one treatment is required, the student will be rechecked in 7 days. Parents must furnish evidence of the second treatment no earlier than 7 days and no longer than 10 days after the first treatment. The same evidence is required - a note from doctor or box top/package label. Students with nits after the second treatment will not be allowed to remain in school. There should be no nits present at this time.

A child should not miss more than one day of school because of the treatment of head lice. If the child is absent more than 3 days, the truancy officer will be notified.

ENVIRONMENTAL CONTROL

In order to prevent the spread of lice, children should not be allowed to share brushes and combs. Hats, coats, scarves, and the like should be hung or placed individually for each child, not stacked, or hung on top of those belonging to other children.

Headphones will be wiped using alcohol wipes after each use. Headgear used for playing by younger children should be removed from use if lice are present in the class and sprayed with a product specifically made for head lice. Carpeted areas in classrooms should be vacuumed frequently and sprayed if lice are found. When a child is found to have lice, a note will be sent to the parents of all children in that class notifying them of the situation and asking them to check their child.

IMMUNIZATIONS AND VACCINATIONS

It is unlawful for any child to attend school without first meeting the State of Mississippi's vaccination requirements for diphtheria, whooping cough, tetanus, measles, mumps, rubella, polio, hepatitis B, varicella and completing the entire series within ninety (90) days. Every student must present a certificate of immunization compliance from his/her doctor or from the health department.

In order to secure this certificate of compliance, it will be necessary for the student to go to the Harrison County Health Department, the office of his/her family physician, or Keesler Hospital (for military dependents), taking with him/her all official shot records. Before a child can register, the original **CERTIFICATE OF COMPLIANCE** must be presented. The validation of this certificate will become a permanent part of the student's records and will be valid through grade 12.

REMEMBER: No kindergarten or out-of-state student may register or attend school until this certificate of compliance has been received by the school. If the doctor signs the certificate indicating that other doses are necessary, the student will be given ninety (90) days to complete the required immunizations; if they are not completed at the end of ninety (90) days, the child by law must be suspended until compliance is achieved (suspension will begin immediately after the 90-day period).

MEDICATION TAKEN AT SCHOOL

A parent or guardian must bring medication to school in the pharmacy bottle bearing the prescription label along with the *WPCSD Medication Authorization Form* signed by the physician. No student is to keep medication in his possession at school or carry medicine to school on the bus. If a student is in possession of medication (over the counter or prescription), he/she will be subject to disciplinary action. Non-prescription medicines, such as aspirin, Tylenol, etc., will be administered by the school nurse only when written authorization is given by a medical doctor.

The written authorization shall specify the name of the student, medicine, dosage, and times of administration. If there is no written authorization by a medical doctor, a parent/guardian may come to the school and administer the medication. If the parent would like for a student with asthma, diabetes, or severe allergy condition to have permission to self-administer medication for this condition, proper arrangements must be made with the school nurse to develop a Medical Plan in accordance with policy [JGCD](#).

RETURN TO SCHOOL AFTER ILLNESS

If your child has been running a fever, he/she should not attend school. Your child should be fever-free for at least 24 hours before returning to school.

If your child has had antibiotics administered for a highly contagious condition, the student should have received a minimum of 24 hours-worth of antibiotics and be fever free before returning to school.

SCHOOL NURSE

The West Point Consolidated School District will staff school clinics with a nurse who will provide first aid care and dispense medication in accordance with district policy [JGCD](#).

In accordance with the Mississippi Asthma and Anaphylaxis Child Safety Act, the school board authorizes the nurse to administer auto-injectable epinephrine to a student, who the school nurse, in good faith, believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine. MS Code 37-11-71 (2015)

The school nurse helps strengthen and facilitate the educational process by improving and

protecting the health status of children. The school nurse will assess sick and/or injured students to determine if he/she needs to be sent home from school. The school nurse will make appropriate parent/guardian contact.

MESSAGES/SCHOOL TELEPHONES

Messages and teacher requested deliveries from home should be left in the office. Students will be called out of class only in an emergency.

Telephones are for the official use of school personnel. However, students may, in the case of serious emergency situations, use the telephone. Students must obtain permission from the office for such use.

PARENT/TEACHER CONFERENCES

If parents wish to have a conference with a teacher or administrator, they may call the school and a convenient time will be arranged. Conferences between parents and teachers are encouraged. Conferences will be scheduled before or after school or during the teacher's planning period. In the event a parent/guardian desires to meet with his/her child's teacher(s), the following procedure should be followed:

1. Parents/guardians should contact the secretary at the school for an appointment that is convenient to the parent and teacher and does not disrupt the instructional day.
2. Parents/guardians should state the nature and purpose of the conference at the time the appointment is made. This will ensure that the teacher has appropriate information needed to answer parent/guardian concerns.
3. Parent/guardian conferences are confidential and should address the individual needs of the student. Conferences with groups of parents/guardians with individual teachers do not provide the proper forum for addressing individual needs of students.
4. If the parent/guardian is not satisfied with the teacher conference, he/she may request a conference with administration. Every effort should be made to resolve the conflict between the parent/guardian and the teacher at the building level. The parent/guardian may then appeal to the district administration.
5. The superintendent may meet with the principal and/or teacher involved prior to meeting with the parent/guardian to determine what action was taken by the principal and teacher. The decision of the superintendent will be final.

PARENTAL SUPPORT

The student does not get his or her total education at school. There are some student needs that must be met by the parents, others by the school, and still others by the community. When one of the groups fails, the student suffers.

You can help with your student's educational needs if you do the following:

- Prepare the student mentally for his/her school experience. Encourage him/her to have a positive attitude about school.
- Talk to him/her about his/her grades and his progress in school. Have him/her tell you what is expected of him.
- When questions come up about school activities, be sure to get the teacher's or principal's reason for the action taken.
- Visit the school and become informed about the methods being used.
- Make appointments to see teachers well ahead of time.
- Refer to the Title I educational compact.

PHYSICAL EDUCATION

Students in grades pre-K – 8 are provided activity-based instruction in accordance with the Mississippi Health Students Act. Students are encouraged to wear tennis shoes on PE days as part of appropriate attire.

PBIS

Positive Behavior Intervention System (PBIS) is a pro-active approach to school-wide discipline. School-wide expectations are defined and taught to students. Our three school-wide rules are Be Safe, Be Responsible, and Be Respectful. Students are aware of how these rules apply to the classrooms, hallways, cafeteria, restrooms, etc. Students are rewarded for following the rules and encouraged to set good examples for their peers.

Hallway

- Remember you are in the quiet zone.
- Walk to the right side.
- Move to class quickly and quietly.
- Keep hands, feet, and objects to self.
- Return to class in a timely manner

Cafeteria

- Students standing should be silent.
- Use good table manners and keep your area clean.
- Use quiet voices while seated.
- Get all food items and utensils before sitting down.

Assemblies

- Always be on your best behavior.
- Enter and exit calmly and silently.
- Sit in your assigned area.
- Listen attentively.
- Respond appropriately to the presenter.

Classroom

- Raise your hand for permission to talk or leave your seat.
- Use appropriate voice levels.
- Listen and follow directions the first time they are given.
- Exercise self-control
- Show respect to others and their property.

Restroom

- Three students are allowed in the restroom at a time unless a teacher says otherwise.
- Enter and exit quickly and quietly.
- Respect the privacy of others.
- Flush after each use
- Wash your hands and clean up after yourself

Playground and Gym

- Keep hands, feet, and objects to yourself.
- Exercise good sportsmanship
- Utilize equipment properly.
- Stay visible to teachers.
- When you hear the whistle or teacher...
 - Stop and Line up quickly and quietly

RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

All students have basic rights and responsibilities as afforded by the U.S. Constitution, the constitution of the State of Mississippi and Mississippi law.

Right to Learn: Students have a right to public education and to a non-disruptive educational environment in which to learn.

Equal Opportunity: Students have a right to an equal opportunity to participate in school programs and activities. However, participation in extra-curricular activities is a privilege that may be lost by misconduct, academic standing, or other reasons provided by policy and/or law.

Freedom of Expression: Students have the right to express their opinions verbally or written as long as it does not disrupt the educational environment. This right includes student publications to the extent provided by law.

Privacy: Students' academic and other personal school records are confidential and can be inspected only by eligible students, parents/guardians, school officials and others as permitted by law.

Due Process: Students have a right to due process as outlined by District policy and provided by law.

Search and Seizure: Students have the right to be free from an unreasonable search and/or seizure, but anything on school property is subject to search if a reasonable suspicion exists.

STUDENT RESPONSIBILITIES

A student attends school so that his/her individual capacities can be developed to the fullest. Student conduct is expected to reflect respect and consideration of the personal property rights of others as well as an understanding of the need for cooperation with all members of the school community. Students are expected to fulfill certain responsibilities including, but not limited to:

- Respect for authority, including obedience to school rules and regulations and to the law.
- Respect for the rights of other persons and for school and community property.
- Regular attendance and meeting of school obligations.
- Develop standards of personal conduct which are reflected in socially approved behavior.
- Accept responsibility for his/her work and behavior.

STUDENT RESPONSIBILITIES FOR SCHOOL/CLASSROOM ORDER

- Be on time to school and to each class.
- Plan ahead and have the right materials at the right time.
- Turn assignments in neatly and on time.
- Keep parents informed about school work.
- Do not blame teachers or others for your own mistakes.

- Recognize that only you can take advantage of your educational opportunities.
- Walk in the halls, on sidewalks, and avoid pushing and shoving.
- Take pride in our building and grounds by picking up trash and generally taking care of the building.
- Always treat everyone with the same respect with which you would like to be treated.

PARENT RESPONSIBILITIES

In addition to general encouragement and support of the student, teachers and school, parent/guardian responsibilities include, but are not limited to:

- Ensure attendance of his/her child.
- Encourage his/her child to succeed by interest and involvement in the child's schoolwork and activities.
- Failure to attend a disciplinary conference or other school conferences when requested may result in a misdemeanor fine of up to \$250.00.
- Encourage his/her child's good behavior and compliance with school rules and the law. A parent/guardian may be liable for payment of damages resulting from his/her minor child's destructive acts against school property or person and of criminal fines brought against his/her child for unlawful activity upon school grounds.

SECTION 504 OF THE REHABILITATION ACT OF 1973

It is the policy of the West Point Consolidated School District to provide a free, appropriate public education to students with disabilities as defined in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Individuals with Disabilities Act. It is the intent of the district to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. Due process rights to students with disabilities and their parents, as set forth under Section 504, the Americans with Disabilities Act, and Individuals with Disabilities Act will be enforced.

The Director of Student Services has been designated as the Section 504/Americans with Disabilities Act Coordinator and will handle inquiries regarding the West Point Consolidated School District's non-discrimination policies, the filing of grievances, and requests for grievance procedures regarding discrimination on the basis of disability.

The Office of Student Services is located at

418 Fifth Street, West Point, MS 39773

Phone: 662-492-5867 Fax: 662-492-5869

The Teacher Support Team (TST) at each school in the district will review all 504 requests. Parents should contact the principal if their child has a disability which substantially limits the student's ability to learn, and the student is ineligible for services under Individuals with Disabilities Education Act (IDEA).

SOCIAL EVENTS

Parties

Classroom parties are permitted twice per year. School-wide celebrations are scheduled with the approval of the principal. Personal birthday and/or party invitations are not to be distributed at school unless each child in the class receives an invitation, or unless all of the boys/girls are invited to the party of a boy or girl. In the same manner, school personnel are not at liberty to divulge student addresses to parents.

Refreshments

Refreshments that are provided by parents or others must be dropped off at the office (rather than the classroom) and meet the Assurance Standards of the Health and Wellness Policy. All snacks must be store-bought and individually wrapped or in a sealed container with all of the ingredients listed.

SPECIAL EDUCATION

The West Point Consolidated School District is a service-oriented organization that seeks to improve the educational experience for students with disabilities. In keeping with the Individual with Disabilities Education Act and Mississippi Department of Education state policies regarding students with disabilities, the district will provide a variety of educational programs for identified students ages 3 to 20 who need special education and related services. For further information or assistance, contact the Office of Special Services (662-492-5867).

SPEECH-LANGUAGE SCREENING

All West Point Consolidated School District students are screened for articulation, language, voice, and fluency disorders before the end of Grade 1. If a student fails the screener, the parent or legal guardian is notified, and a subsequent comprehensive speech-language evaluation may be performed. The parent or guardian may opt out of the mandatory screening by writing a letter to the principal.

SURVEILLANCE CAMERAS

The School Board authorizes the use of surveillance cameras on district property, on school buses, in classrooms, and on district campuses. The Family Educational Rights and Privacy Act restricts access to video surveillance records. Video cameras may be used in locations as deemed appropriate by the administration.

The school is not responsible for the loss of valuables or personal items that students may bring to school. Should a loss occur, administrative time will not be used to investigate video records.

TEXTBOOKS

The West Point Consolidated School District provides textbooks free of charge to students. It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks are required to pay for them. Students should take pride in the upkeep of their textbooks. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious.

VISITORS

Parents and guardians are cordially invited to visit their child's school. In order to maintain a safe climate and to protect instructional time, all visitors must check in through the front desk of the office and present their ID. Only individuals who are issued a [VISITOR'S BADGE](#) may go to designated areas. An escort may be provided.

1. Classroom visits and/or observations during instructional time must be arranged by appointment through the principal.
2. Impromptu conferences or conversations by a parent with a teacher during times when children are in the classroom for instruction cannot be permitted as it violates students' right to learn.
3. Parent conferences with a teacher must be scheduled before or after school or during the teacher's planning time.
4. Due to security concerns and the value of undisturbed academic time, no student visitors are allowed on campus during instructional time.
5. Visitors are requested to wear attire that meets dress code standards and to refrain from using cell phones while in the building.
6. Visitors are asked to wear the visitor badge while in the building and to sign out at the office at the conclusion of the visit.
7. Picture-taking or video recording is permitted at special events only.
8. During lunch, individuals who are on the student's checkout card may visit the cafeteria and eat lunch with the student at a designated table. Prior approval must be given by the administrator.

Walking students to class in the morning Guidelines for escorting children to class in the morning will be distributed to parents at the beginning of the school year. Thank you for your cooperation in this regard.

Trespassing

Unauthorized presence on school property will constitute trespassing. Such persons may be requested to leave the premises by school personnel or by a law enforcement officer. Failing to comply with any of the above regulations shall be considered trespassing and in violation of the rules and regulations of the school district and shall be liable for prosecution in conformity with state law.

VOLUNTEERS

Parental support is encouraged as long as it does not interfere with the educational process. A volunteer form will be sent home with the students with various volunteer opportunities. Parents are encouraged to complete this form and return it. Teachers, staff members, and PTO representatives will use this information to contact you throughout the year.

WITHDRAWAL FROM SCHOOL

A student may be withdrawn from school by a legal parent and/or guardian. A withdrawal form must be signed by all of his or her teachers and required staff. These signatures indicate that the student is clear with reference to textbooks, library books, cafeteria fines, and any other school equipment that might have been in his or her possession. Twenty-four-hour notice is requested in order for accurate grades and records to be documented.

GRADING POLICY

In accordance with board policy , the report card grades are computed in the following manner:

Grade 1-7:

The average for each semester and the school year will be determined as follows:

The semester average will be determined by the average of both nine weeks' grades.

The yearly average will be an average of the final grade for the two semesters.

Grade scale* for regular course work in grades 1-12:

A	90 - 100
B	80 - 89
C	70 - 79
D	65 - 69
F	Below 65

HONOR ROLL REQUIREMENTS

All A's HONOR ROLL (Grades 1-12)

A student may be listed on the All A's Honor Roll if he/she has no grade below A.

A/B HONOR ROLL (Grades 1-12)

A student may be listed on the A/B honor roll if he/she has at least one letter grade of an A and no grade below a B.

KINDERGARTEN PHILOSOPHY AND GOALS

The kindergarten program shall reflect an understanding of child development principles. These principles shall be embodied in the curriculum design and general learning environment. The instructional delivery is to be organized around learning centers where opportunities are provided for children to acquire skills and concepts involving problem-solving, decision-making, questioning, evaluating, and discovering.

Kindergarten students will have a standards-based report card and grading in Math and English Language Arts (social studies and science will be integrated) will be recorded as follows:

M: Mastered

P: Progressing Towards Mastery

N: Not Mastered

The realistic goals for kindergarten education are as follows:

- To help the child develop a positive self- concept.
- To help the child achieve intellectual growth.
- To help the child enlarge his/her world of people, experiences, ideas, and things.
- To help the child increase competence and skills in reading, writing, listening, thinking, and speaking.
- To help the child increase the skills involved in physical coordination.
- To help the child increase competence in dealing with emotional feelings and social situations.
- To help the child increase competence in self- direction and independence.
- To help the child develop cooperative trusting relationships.
- To help the child develop his/her natural curiosity and his/her creative potential.

MISSISSIPPI ACADEMIC ASSESSMENT PROGRAM (MAAP)

The Mississippi Academic Assessment Program (MAAP) is designed to measure student achievement on the Mississippi College- and Career-Readiness Standards (MS CCRS) for English Language Arts, Mathematics, and Science to provide valid and reliable results to guide instruction through data driven instruction.

MKAS2 – Pre-K and Kindergarten Readiness Assessment

- Pre- and Post-test required for all Pre-K and kindergarten students

Mississippi Academic Assessment Program (MAAP)

- Grades 3-8, English Language Arts and Mathematics
- Grades 5-8, Science

Mississippi Academic Assessment Program – Alternate (MAAP-A)

- Grades 3-8, English Language Arts and Mathematics
- Grades 5-8, Science

National Assessment of Education Progress (NAEP)

- Assessment in grades 4, 8, and 12 in reading, mathematics, science, and foreign language
- School sampling

English Language Proficiency Test (ELPT)

- Assessment administered to all served English Learners (EL)

PROMOTION AND RETENTION

In order for a student to be promoted to the next grade:

Grades 1-4: The student Reading, Language, and Math at the 65% mastery level or above.

Grades 5-7: The student must pass all grade level courses at the 65% mastery level or above.

In accordance with the Literacy Based Promotion Act of 2013 and Board policy [ICHI](#), a student scoring at the lowest two (2) achievement levels in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets a good cause exemption for promotion. See Literacy Based Promotion Policy [ICHI](#).

RECOGNITION OF STUDENT ACCOMPLISHMENTS

The West Point Consolidated School District aims to prepare the youth of this community for their roles as future citizens by providing optimum educational experiences, opportunities to develop leadership and other social skills, and instruction in the values necessary for continuation of our changing democratic society.

In order to accomplish this mission, it is important to us to recognize students who excel academically, exhibit leadership skills and demonstrate good citizenship. The following awards will be given to students in grades one through five on our annual awards day.

HONOR ROLL

Awards will be presented to students who have consistently maintained the average needed to earn honor roll status for each of the first three quarters of the year.

SUBJECT AREA AWARDS

Students maintaining the highest average in each grade, homeroom, and subject will be presented with a medal or certificate for academic excellence or outstanding progress in that subject.

Accomplishments in the following subjects will be recognized: ELA/ Math/ Social Studies/ Science

ATTENDANCE AWARDS

Students who are not absent or tardy and who do not check out early during the school year, with no exceptions, will receive an attendance award.

SPECIAL AWARDS

Schools have the right to give more rewards to recognized students for reasons that celebrate their accomplishments. These awards may include but are not limited to leadership, good citizen, special subjects, etc.

REPORT CARDS/PROGRESS REPORTS

Mid-quarter progress reports and quarterly report cards will be issued and posted to ACTIVE PARENT. Please refer to the school calendar for the dates that these reports will be issued. If a paper copy of either report is needed, contact your child's school.

TECHNOLOGY

The West Point Consolidated School District is pleased to offer students and staff members access to the district's computer resources, including the Internet. The use of technology is an integral part of the mission of the West Point Consolidated School District.

In order to make sure that all members of the West Point Consolidated School District community are aware of these rules for technology use, the school district asks that each student's parent or guardian:

Read the [district acceptable use policy](#) and discuss the importance of the statement "*I understand that elementary students do not have the privilege of bringing cell phones or electronic devices to school and that computer access is a privilege designated for educational purposes. Should I commit any violation, my access privileges may be permanently taken away.*" with their child.

Contact the District Technology Coordinator if there are any questions.

BULLYING

Students in the West Point Consolidated School District are protected from bullying or harassing behavior by other students. It is the intent of the Board and administration to maintain an environment free of such behavior on school property, at any school- sponsored function, or on a school bus. Students are also protected from off campus conduct bullying or harassing behavior that results in a disruption to the educational environment of the school.

Bullying is defined as a pattern of gestures or written, electronic or verbal communication, or any physical act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that **(a)** places a student in actual and reasonable fear of harm to his or her person or damage to his or her property, or

(b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Any student who feels he/she has been a victim of bullying or harassing behavior or has witnessed or who has reliable information that a student has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor, or other school official. The Student Complaint/Concern Report form (see Appendix A) will be used for documentation. The complaint will be investigated promptly.

If the complaint is determined to be bullying or harassment, the parents will be contacted, as appropriate, and notified of the complaint involving their student. When the investigation is completed and a decision is made, appropriate parties (including parents) will be notified. All findings related to the complaint will be reduced to writing.

If the victim or victim's parent is not satisfied with the resolution of the complaint, he or she may request to meet with the principal.

If the victim or victim's parent is not satisfied with the principal's decision, he or she may submit a written appeal to the Superintendent. The Superintendent may arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent will provide a written decision to the victim's appeal within a timely manner.

If the victim or victim's parents are not satisfied with the Superintendent's decision, he or she may submit a written appeal to the Board of Trustees and the matter will be added to the agenda for the next board meeting. The Board shall allow the victim and parents as appropriate to appear and present reasons for dissatisfaction with the decision of the Superintendent. The Board will provide a written decision within ten (10) working days following the victim's appearance before the Board.

BUS CONDUCT/DISCIPLINE

The West Point Consolidated School District provides transportation for students living within the district. Riding the bus is a privilege which can be denied. Students may be suspended or expelled from school for infractions. It is advisable for parents to review the safety rules listed below with their child. For the safety of your child, transportation changes must be in writing and received by

10:00 a.m. Faxed letters and phone calls will not be accepted.

LOADING AND UNLOADING

1. Be at your assigned bus stop on time in the morning and at your assigned loading zone on time in the afternoon.
2. Exercise extreme caution in getting to and from your assigned bus stop.
3. Do not play on or near the road while waiting for the bus to arrive.
4. If you must cross the road to get on the bus, do not cross until the bus arrives and the proper signal to cross is given. Look both ways for traffic and practice good seeing habits.

WHILE ON THE BUS

1. Do not distract the driver's attention other than when absolutely necessary.
2. Talk to your friends in a normal tone and do not shout. Do not talk or make unnecessary noises when the bus is approaching and crossing a railroad or a highway intersection.
3. Keep your head, hands, and other articles inside the bus.
4. Do not bring unauthorized articles on the bus (i.e., pets, beverages, combustibles, food, large articles, weapons).
5. Do not smoke or use profane language.
6. Do not fight or scuffle.
7. Be courteous to and follow the instructions of your bus driver.

NOTE: Parents must teach pupils to be on the alert for all dangers and explain possible consequences for not obeying the above rules.

Safety on the school buses is of utmost importance in transporting students to and from school in the West Point Consolidated School District. With this goal in mind, discipline on school buses will be handled according to the following rules.

CONSEQUENCES

Parent contact minimum

- 1st Offense – Warning (no more than 3 warnings will be given by a bus driver)
- 2nd Offense – Suspension from all buses 5 days
- 3rd Offense – Suspension from all buses 10 days
- 4th Offense – Suspension from all buses 15 days
- 5th Offense – Suspension from all buses 20 days
- 6th Offense – Suspension from all buses 25 days
- 7th Offense – Bus Suspension for the remainder of the year.

Principal discretion will determine the severity of the punishment.

FIGHTING OR OTHER MAJOR INFRACTIONS

Suspension from all buses.

1st Offense: Three (3- 5) days of OUT SCHOOL SUSPENSION

2nd Offense: 5-10 days of OUT SCHOOL SUSPENSION

3RD Offense: Suspension from all buses for the remainder of the year.

If the fight or major infraction occurs toward the end of the school year, the suspension could carry over into the following school year. Students involved in a major school bus infraction including fighting may be subject to out of school suspension along with bus suspension at the discretion of the administrator administering the discipline.

PARENTS AND STUDENTS ARE REMINDED THAT WHILE BUSES ARE MOVING, ANY INCIDENT THAT DISTRACTS THE DRIVER MAY BE CONSIDERED A MAJOR INFRACTION.

Note: The punishment listed is a minimum that may occur for each offense. Administrators may administer additional consequences if they feel the situation or infraction requires such action.

STUDENTS SUSPENDED FROM THE BUS MUST BE PICKED UP PROMPTLY AT CAR RIDER DISMISSAL.

DRUGS AND ALCOHOL

All students are prohibited from carrying, possessing in any manner, or attempting to possess, using, distributing or selling alcoholic beverages, morphine, marijuana, cocaine, opium, heroin, their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drugs, barbiturate, substance, ingredient, or compound that, when taken orally, intravenously, inhaled, or consumed in any other manner, may cause the person to be under the influence thereof, or any other controlled substance regulated by law, including any substance that is falsely represented to be a controlled or counterfeit substance.

The district does not allow the use of medical cannabis while on district property or when conducting school business.

No student shall act in, aid, abet, assist, distribute, or conceal the possession and/or the consumption, purchase, sale or the distribution of any illegal drugs or alcoholic beverages by another student or students.

Any student who violates the provisions of this policy will be immediately suspended for ten days and recommended for expulsion.

See Reasonable Suspicion Testing Policy – [JCDAC](#).

DUE PROCESS FOR SUSPENSION/EXPULSION

A student who has been suspended for more than ten (10) days or expelled has the right to due process. All aspects, circumstances and records of the student's case shall be confidential and available only to authorized school officials dealing directly with the student or to the student's parents, legal guardians, or attorneys for the student or for the Board. The following procedures provide notice and the opportunity to be heard in such matters.

The superintendent of schools and the principal of a school shall have the power to suspend or expel a pupil for good cause, including misconduct in the school or on school property, as defined in the Mississippi Code of 1972 Section 37-11-29, on the road to and from school, or at any school-related activity or event when such conduct by a pupil, in the determination of the superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole, or for any reason for which such pupil might be suspended, dismissed or expelled by the school board under state or federal law or any rule, regulation or policy of the school district.

For any suspension of more than ten (10) days or expulsions, a student shall have the right to

- a due process hearing,
- be represented by legal counsel, to present evidence and,
- cross-examine witnesses presented by the district.

The student and the student's parent, legal guardian, or person in custody of the student may appeal suspension of more than ten (10) days and expulsions to the school board. The standard of proof in all disciplinary proceedings shall be substantial evidence. The parent or guardian of the child shall be advised of this right to a hearing by the appropriate superintendent or principal and the proper form shall be provided for requesting such a hearing.

All consideration of student disciplinary actions shall be conducted in accordance with standard board procedure. All decisions by the board shall be final.

The superintendent or designee shall establish procedures for informal and formal hearings consistent with this policy.

EARLY INTERVENTION

In order to meet the academic and behavioral goals of students having chronic disciplinary problems and students referred for major infractions, the West Point Consolidated School District provides an Early Intervention Program for students enrolled in Pre-K thru 12. Procedures for referral will follow the Student Discipline Plan as stated in the Student Handbook.

An Individualized Instruction Plan (IIP) will be developed upon entry by the Teacher Support Team for each student placed in the Early Intervention Program.

An evaluation of the student's progress will be conducted at least every forty-five (45) days. Detailed behavior and academic records will be maintained.

ALTERNATIVE SCHOOL SUSPENSION

Alternative school suspension is a discipline action that allows administrators to place students (Grades 3-12) in a highly structured classroom located at the alternative program located at the Learning Center. The student will experience the consequence of being separated from his/her peers and all activities except for classwork and assignments.

To be eligible to return to their home school, students must be present for the days assigned and complete their assignments.

Parents will be provided with a copy of the procedures and regulations for alternative suspension from the principal when it is assigned.

EXPULSION

Students who have been expelled from any school in the West Point Consolidated School District shall neither attend any West Point school functions, nor shall the expelled student be allowed on any school campus during the times of their expulsion. This includes, but is not limited to off campus activities, sporting events, dances, recognition/awards ceremonies and/or field trips.

Students returning to any West Point school, either after being expelled or by placement resulting from an expulsion hearing, shall along with his/her parent or guardian sign and abide by a behavioral contract.

Any student seeking to register for school in the West Point Consolidated School District who has been party to an expulsion shall fulfill their expulsion prior to being enrolled. Any student seeking to register for school who has been assigned to Alternative School by a previous school district, shall fulfill their Alternative School obligation prior to being enrolled in a regular setting.

Any student assigned to alternative school while attending the West Point Consolidated School District must fulfill this obligation prior to being admitted into the regular setting, even if the student withdraws from the West Point Consolidated School District and returns after attending another school.

IN-SCHOOL SUSPENSION

Students may be assigned to an In-school Suspension (ISS) classroom in lieu of suspension from school. This option is offered with the exception of suspension for serious infractions where the student may be a danger to himself or others.

In ISS, the student will be counted as present for the day, will be required to complete schoolwork for credit, and will complete all work assigned by the ISS teacher. It is the student's responsibility to complete all classwork assignments and to return them to the teacher upon return to class.

Students in ISS are expected to:

- Make up any ISS time as a result of absence/check-out.
- Bring all the books and supplies needed to complete the work given in ISS.
- Adhere to school dress code.
- Complete reflection sheet.
- Refrain from talking or passing objects.
- Leave food and drink outside the classroom.
- Remain seated at all times.
- Complete assignments and stay on task at all times – no sleeping.

Failure to adhere to ISS guidelines may result in additional days of ISS being assigned.

DISCIPLINE PLAN K-12

Level One: Discipline begins with parents and students.

The West Point Consolidated School District is committed to a partnership with students and families to ensure that students exhibit positive behavior at school in order to become successful learners and citizens. However, the first level of discipline begins with parents and students themselves. Appropriate language, dress, attendance, and actions are the first step toward avoiding the discipline processes that the school must provide. The school supports parents and families in their desire to educate their students. If each family would discuss what constitutes appropriate language, dress, attendance, and action in a school setting then discipline would largely remain in the parent's hands. It is expected that students will:

- Take pride in themselves and their school.
- Develop a positive self-image.
- Set goals and work continuously to accomplish them.
- Accept responsibility for their own actions.
- Show respect for themselves and others.
- Do their best to arrive at school on time.
- Do their best to attend school regularly.
- Develop good work and study habits.
- Complete all work on time and to the best of their ability.

Level Two: Teachers and Staff

Classroom Behavior Management Meeting with Parent and Student

Teachers are responsible for discipline in their respective classrooms, in the halls, and generally on school property or at school functions. Teachers have a clearly stated set of classroom rules and classroom guidelines and consequences or low-level interventions for both. A variety of methods are used in order to meet the needs of differing students and classroom situations. Any classroom discipline will be documented by the teacher before referring the student to the principal's office.

Classroom Consequences Administer by Teacher

Step 1: Verbal Warning

Step 2: 5-10 minutes off of recess

Step 3: No recess and/or silent lunch – **Parent Contacted**

Step 4: Corporal punishment (when applicable) – **Parent Contacted**

Step 5: Referral to office - – **Parent Contacted**

*****Student who cannot receive corporal punishment will receive either ISS or OSS.**

Level Three: School Level Referral to Principal

At this level, more stringent consequences will be assigned. The goal is that students will solve the problem with the teacher and not need to be referred to the office. The principal, depending on the offense, has several levels of discipline that can be utilized.

DISCIPLINE PLAN PROCEDURES

A written referral procedure shall be followed in each incident for which students are referred to the office. The form shall provide a place for the teacher to give a description of the incident and the actions taken and a place for the administrator to indicate actions taken. These forms shall be kept on file in the principal's office and parents will receive a copy.

School counselors and interventionists in each school may assist teachers and principals as they strive to maintain a healthy school climate. Individual and group counseling sessions shall be available to all students, teachers, and administrators to help solve both individual and school wide problems. School leaders strive to achieve compliance with behavioral expectations through positive reinforcement and students are disciplined administratively only when positive measures fail to ensure compliance.

Students having frequent, on-going behavior problems will be referred to the Teacher Support Team and/or provided counseling. Parents will be involved in the process to determine ways to effectively address the concerns.

BEHAVIOR EXPECTATIONS

Classroom rules will be based on the following School-wide Expectations:

Be safe.

Be responsible.

Be respectful.

A copy of the classroom rules will be sent home.

DISCIPLINARY CONSEQUENCES

The purpose of discipline is to help students learn to make informed decisions about their own behavior and to eliminate behaviors that distract from the educational process.

DISCIPLINE LADDER

Students are to be reminded that the punishment listed is a minimum that may occur for each offense. Administrators may administer more severe punishment if they feel the situation or referral requires such action. Minor behaviors will be documented on an infraction form by the teacher as the first measure of redirection. Infractions may include a follow-up conference with administration. Four (4) infractions within four (4) weeks will result in an office referral for habitual misconduct. Major offenses will be documented on an office discipline referral. Any or all of the following consequences may be assigned at each level.

The school reserves the right to discipline students for behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified in the following rules:

GRADES Pre-K

First Offense Verbal warning, student conference, and parental contact.

Second Offense Students will be sent home for the day.

Third Offense Corporal punishment or 1-day OSS if the student cannot be paddled, and referral to counselor for RTI.

Fourth Offense Corporal punishment or 2-day OSS if the student cannot be paddled with mandatory parent and student conference with the principal.

Fifth Offense Corporal punishment, 2-3-days OSS with mandatory parent and student conference with the principal.

Sixth Offense Corporal punishment, 2-5-days OSS with mandatory parent and student conference with the principal.

GRADES 1-4

First Offense	Verbal warning, student conference, and parental contact
Second Offense	Corporal punishment or 1 day of ISS
Third Offense	Corporal punishment or 1-2 days of ISS, Referral to counselor for RTI
Fourth Offense	Corporal punishment or 1-2 days of ISS or OSS
Fifth Offense	Corporal punishment or 1-2 days OSS with mandatory parent conference
Sixth Offense	Corporal punishment or 2-3 days OSS with mandatory parent conference
Seventh Offense	Corporal punishment or 2-3 days OSS with mandatory parent conference
Eighth Offense	Corporal punishment or 2-5 days OSS with mandatory parent conference
Ninth Offense	Corporal punishment, or 2-5 days OSS with mandatory parent conference Possible Alternative School placement

In addition to the ladder above, the MAJOR OFFENSES listed below will warrant the following consequences.

Major Offenses	Consequences
<ul style="list-style-type: none">• Fighting• Possession of Alcohol, Tobacco, Vapes, or Illegal substance• Under the influence• Physical Assault• Sexual Harassment• Gang Activity• Bullying (School Board Policy JDDA)• Stealing• Weapons as define by policy JCDAE	<ul style="list-style-type: none">• 3-5 Days OSS and mandatory parent conference• 5-10 Days OSS and mandatory parent conference• 10 Days OSS and alternative school placement or possible expulsion <p><i>A thorough investigation will be made with major offense and parents will be notified with information as soon as possible.</i></p>

GRADES 5-7

Levels of Offenses

Level 1 Offenses

1. Violation of general school-wide rules
2. Loitering or being in an unauthorized area
3. Failure to follow morning arrival or afternoon dismissal procedures
4. Unauthorized sale of candy, goods, etc.
5. Disorderly conduct in hall, cafeteria, or commons area

Level 1 Consequences

Parent Conference
1 day of ISS

*** Multiple Level 1 Offenses will result in referral to the consequence ladder

Level 2 Offenses

- Insubordination or defiance of any school employee
- Disruption of school operations, functions, programs, or activities
- Harassment, intimidation, threats, or bullying
- Vulgarity or profanity: oral, written, or indicated
- Possession or wearing of obscene, offensive, pornographic, or gang-related material or clothing.
- Skipping class or leaving class or campus without permission
- Public display of affection or couples' inappropriate behavior
- Violation of Internet Acceptable Use Policy
- Disregard of dress code
- Excessive tardiness

Level 2 Consequences

1st – 3rd Suspension = 1 to 5 days ISS depending on the infraction and/or the discretion of acting administrator and/or the principal.

4th Suspension = 1 day Out of School Suspension*

5th Suspension = 3 days Out of School Suspension*

6th Suspension = 5 days Out of School Suspension*

7th Suspension = 5 days Out of School Suspension* and up to 5 days ISS*

8th Suspension = Out of School Suspension pending Alternative School Placement

Level 3 Offenses

- Acts threatening safety of students and staff, including fireworks or incendiary devices
- Destruction of personal or school property
- Gambling
- Gang activity
- Group Gang fighting- **1st Offense** – 10 Days OSS and possible recommendation for alternative school placement.
- Physical or verbal assault, provoking a fight, or fighting
- Possession or use of tobacco or paraphernalia, including smokeless tobacco, vapes
- Severe disruptive Behavior
- Severe Insubordination/Defiance
- Sexual misconduct, including violation of Sexual Harassment Policy-Suspend pending disciplinary hearing.
- Theft (stealing personal or school property)
- Violation of ISS rules

Level 3 Consequences

- 5 – 10 days Out of School Suspension
- Possible recommendation for alternative school placement.

Level 4 Offenses

Possession or use of alcohol, drugs, or other controlled substances

Under the influence of alcohol, drugs, or other controlled substances. Refer to School Board Policy [JCDAC](#).

Sale or distribution or conspiring to sell illegal drugs, alcohol, or other controlled substances

Possession, use, or threatened use of any weapon on school property or at school events; or any object that could be used to cause bodily injury to another person.

Verbal or physical assault on school personnel

Level 4 Consequences

- 10 days Out of School Suspension with Recommendation for Alternative School and/or Expulsion

***1st offense: Alternative School and/or Recommendation for Expulsion

RESTRAINT/SECLUSION PARENT NOTIFICATION

Pursuant to Mississippi State Board of Education Rule 38.13 – Restraint and Seclusion, it is the policy of the West Point Consolidated School District to utilize physical restraint as an emergency response when a student is engaged in actions that constitute a danger to self or others, is engaged in actions that are actively destroying property or could potentially result in property destruction, or to remove a non-compliant student from the scene of an incident after all other verbal and non-verbal de-escalation measures have failed in effectiveness. The restraint shall be removed as soon as the student is no longer a danger to self or others or is compliant. The use of seclusion occurs in a specifically designated space that is physically isolated from common areas and from which the student's egress is restricted.

Parents will be notified of the use of restraint or seclusion no later than the end of the school day following the incident. A parent may request to arrange a meeting to discuss the incident with the school principal.

Parent complaints regarding the physical restraint or seclusion of his/her child should be addressed to the school principal.

The complete text of State Board of Education **Rule 38.13** is available on the Mississippi Department of Education's web site: www.mdek12.org.

SEARCH AND SEIZURE

Courts have ruled that teachers and school administrators are "in *loco parentis*" of students. This means that teachers and administrators are acting in place of parents during the school day and may do anything a parent would do to maintain discipline. In addition, school officials may conduct searches of students when there is a reasonable suspicion that the student might possess items that might harm themselves or other students (drugs or drug paraphernalia, alcohol, weapons, stolen items, tobacco, or other items that might cause harm to that student or other students). These court rulings were made in order to protect all students from possible harm.

SEXUAL HARASSMENT

The Board of Trustees of the West Point Consolidated School District expects all persons associated with the district including, but not limited to, the board, the administration, the staff, the students, and volunteer workers to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

General Prohibitions

Unwelcome Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually oriented “kidding,” “teasing,” double entendre, and jokes.
2. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed student has indicated, by his/her conduct, that it is unwelcome.

Reporting, Investigation, and Sanctions

1. It is the express policy of the Board of Trustees to encourage victims of sexual harassment to report such claims.
 - a. Students are encouraged to report any incidents of sexual misconduct to a teacher or administrator.
 - b. Confidentiality will be maintained, and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
 - c. Any student found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning, suspension, or expulsion from school.

REF: Title VII of the Civil Rights Act of 1964, as amended, Section 703.

REF: Title IX of the Education Amendments of 1972.

(Title IX contact person- Assistant Superintendent of Schools (228) 255-6200)

STUDENT CODE OF CONDUCT

Standards of conduct and behavior will apply to all students in West Point Consolidated School District. Students are expected to behave responsibly, respect the rights and property of others, and to collaborate cooperatively with all members of the school community. Students will respect the teacher and the learning environment and refrain from actions that will interfere with the teacher’s ability to teach and the students’ ability to learn. All students are expected to follow the rules and guidelines established for classroom, cafeteria, hallway, commons/courtyard behavior. Students are accountable to all school personnel for their behavior while on school property, at any school-sponsored function, at the bus stop or on the bus when substantial disruption to the orderly operation of the school results.

Students in violation of the code of conduct will be subject to disciplinary action which may lead up to a suspension and possibly including expulsion. Students may also be denied participation in extracurricular activities and/or other privileges such as field trips, class activities, or clubs, etc. that the principal deems appropriate.

SMARTY PARTY QUALIFICATIONS

7th grade students must maintain an overall average of 90 or above for the Fall Semester of the present school.

CHEATING

Moral training and character building are integral parts of good education. Cheating causes failure in achieving these aims as well as depriving students of knowledge that should be acquired in the process of education. Students shall not give or receive information or fact under circumstances that would cause anyone to doubt their honesty or strength of character. **The consequences for cheating and/or plagiarizing will include a zero for the assignment, parent contact made by the teacher, and an alternate assignment for less credit may be given at teacher's discretion.**

MISSISSIPPI HIGH SCHOOL ACTIVITIES ASSOCIATION REQUIREMENTS (Grade 7 Only)

To participate in activities governed by the MHSAA, students must maintain a 2.0 grade point average and be on track to graduate each semester. A student can only become eligible at the Winter Break for the spring semester one time in his/her high school career after becoming ineligible for the previous fall semester.

Students must be enrolled as a traditional student to participate in any athletic sport. Virtual student will not be allowed to participate in athletics.

APPENDIX

APPENDIX A–

Bullying

Bullying Procedures

Drug and Alcohol

Use of Tobacco and Smoking Devices

Weapons

Sexual Discrimination/Harassment

Cell Phone/Electronic Devices

Student Complaint Form

District: West Point Consolidated School District
Section: J - Students
Policy Code: JDDA - Bullying

STUDENT BULLYING

A safe and positive environment in school is necessary for students to learn and achieve high academic standards. bullying, harassing behavior or cyber bullying by an individual in the district directed toward another school district student or school staff member is conduct that disrupts both a student's ability to learn and a school's ability to educate its pupils in a safe environment. Therefore, it shall be the policy of the West Point Consolidated School District to maintain an educational environment in which bullying, harassing behavior and cyber bullying in any form are not tolerated.

The West Point Consolidated School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The West Point Consolidated School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The district encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

DEFINITIONS:

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal

communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on school property, at any school-sponsored function, or on a school bus, and that:

JDDA - Bullying

1. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or,
2. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. (For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate derogatory email messages, instant messages, text messages, digital pictures or images, or website posting (including blogs) which has the effect of:

1. Physically, emotionally or mentally harming a student or staff member;
2. Placing a student or staff member in reasonable fear or physical, emotional or mental harm;
3. Placing a student or staff member in reasonable fear of damage to or loss of personal property; or
4. Creating an intimidating or hostile environment that substantially interferes with educational opportunities.

REPORTING PROCEDURE AND INVESTIGATION

A student, school employee or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying, harassing behavior or cyber bullying shall report the incident, orally or in writing, to the principal or designee. If a parent initiates the complaint, the appropriate individual will follow up with the student.

The principal or designee will gather the information to determine if the alleged bullying, harassing behavior or cyber bullying conduct occurred. The building principal is encouraged to contact the Information Technology Department for assistance in the investigation. In the event the alleged bullying, harassing behavior or cyber bullying did not occur during the school day or on school property, the administration has no responsibility to investigate the allegation.

After the information has been gathered, the building principal will determine the need for

further investigation or the appropriate intervention, which may result in administrative discipline consistent with the Student Code of Conduct and Board Policy to ensure that the conduct ceases.

DISCIPLINE AND CONSEQUENCES

A violation of this Policy shall result in appropriate disciplinary action, consistent with the Student Code of Conduct and district employment policies, which may include suspension,
JDDA - Bullying

expulsion, termination or notification to the appropriate authorities. In addition, bullying, harassing behavior or cyber bullying using district technology violates the district Acceptable Use for Internet and Computers policies and subjects the student or staff member to discipline and sanctions of that policy which may result in loss of computer system privileges.

REPRISAL OR RETALIATION

No person shall engage in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying, harassing behavior or cyber bullying.

CONCLUSION

The Board recognizes the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying, harassing behavior or cyber bullying. Furthermore, the West Point Consolidated School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor or other school employee when subjected to bullying, harassing behavior, or cyber bullying.

A copy of this policy will be included in the student and employee handbooks and made a part of the Code of Student Conduct by appropriate reference.

Ref: SB 2015; Miss. Code Ann. § 37-7-301(e)

Adopted Date: 7/20/2015

Section: J Students

Policy Code: JDDA-P Bullying Procedures

Policy:

PROCEDURES STUDENT BULLYING

STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

Students and employees in the West Point Consolidated School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

I. Definitions

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

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

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

II. Procedures for Processing a Complaint

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.

References:

37-11-67

37-11-69

References:

37-11-67

37-11-69

District: West Point Consolidated School District Error
Section: J - Students
Policy Code: JCDAC - Drugs and Alcohol (Possession or Reasonable Suspicion)

DRUGS AND ALCOHOL

Students are absolutely prohibited from carrying, possessing in any manner, using or selling alcoholic beverages, morphine, marijuana, cocaine, opium, heroin or their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drug, barbiturate, substance ingredient or compound which, when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence thereof or any other controlled substance regulated by law.

The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication which is under the supervision and direction of such physician. With regard to prescription medications, Policy JGCD applies.

The provisions of this policy shall apply to all students during all of the period of time that they are under and subject to the jurisdiction of this school district, while participating in or going to or from any school-related activity, while under the supervision and direction of any teacher, principal or other authority of this school district or when such conduct does or may threaten to interfere with or disrupt the educational process or pose a threat to the safety of the student or others.

Any student violating any of the provisions of this policy shall be automatically suspended and recommended for expulsion by the superintendent or principal of the school in which the student is enrolled. The suspension shall be effective immediately subject to the procedures of due process as stated in JCAA Policy. In the event of violation of this policy, all reporting requirements of Policy JCBF shall be applicable.

This policy is for the discipline and protection of the students of this school district and their general welfare. Nothing herein contained shall be construed to avoid any prosecution under any pertinent criminal statute of the State of Mississippi.

DRUG AND ALCOHOL USE BY STUDENTS - POLICY STATEMENT

After conducting a study of drug use and possession by juveniles in the community and by students of the West Point Consolidated School District, and in an attempt to curtail the use of such illegal drugs and damaging effects of same on the students, faculty and staff of the West Point Consolidated School District, the West Point Consolidated School District acknowledges that drug and alcohol abuse threatens the mental and physical health, safety and well-being of the students of the District, and further interferes with the learning process so vitally important to the mission of the District.

The West Point Consolidated School District Board of Trustees recognizes that the non-medical use of drugs and alcohol is hazardous to the health of its students. It interferes with the user. It disrupts the proper conduct of school activities. It is illegal. Therefore, this drug and alcohol policy and the ensuing suspicion based testing procedures have been established to ensure that the students attending the West Point Consolidated School District will be educated in a drug and alcohol-free environment.

The school board further recognizes its responsibilities to provide a program of drug education so that all students are made aware of the physical and psychological dangers incurred through the use of illegal drugs and alcohol. Furthermore, the school system will make available, without sanctions, assistance to any students seeking drug and alcohol treatment or advice and will protect in accordance with the law, the due process rights of all students within the school setting.

JCDAC - Drugs and Alcohol (Possession or Reasonable Suspicion)

All students enrolled in the West Point Consolidated School District may be subject to individualized suspicion drug testing, random drug testing, canine scent detection and other similar measures to insure that drugs are kept out of our schools. This would include any student previously expelled from the District or assigned to the West Point Learning Center, alternative school as a result of drug or alcohol related violations who subsequently seeks re-admission to the West Point Consolidated School District or the West Point Learning Center, alternative school.

With respect to any student who, without the use of reasonable suspicion drug testing, random drug testing, canine scent detection and other similar policies, pursuant to the doctrines of plain view, plain smell, and other non-invasive means, is found to be guilty of using, possessing, distributing, or selling drugs or alcohol or is under the influence of drugs or alcohol, said student shall be subject to suspension or expulsion, including placement in the West Point Learning Center, alternative school or other consequence appropriate under the

circumstances in accordance with district policies and applicable law.

TOBACCO USE PROHIBITED

Reports from the Surgeon General of the United States indicate that the use of tobacco in any form constitutes a potential health hazard to the user, and in the case of "second-hand smoke," to those who are in the presence of the user, and thereby has the potential to impede the educational process in the district. Therefore, to prevent this potential impediment, students will not be permitted to smoke:

1. On the school grounds during and immediately before or immediately after school hours;
2. On the school grounds at any other time when the school is being used by any school group;
3. Off the school grounds at a school activity, function, or event;
4. En route to or from school, or
5. Off the school grounds while the student is in attendance at school or any school function or is otherwise subject to the jurisdiction of school authorities.

Smoking or other use of tobacco products is a Group III violation of school policy.

This act shall be known and cited as "Mississippi Adult Tobacco Use on Educational Property Act of 2000."

DEFINITIONS

1. Adult: any natural person at least eighteen (18) years old.
2. Minor: any natural person under the age of eighteen (18) years old.
3. Person: any natural person.
4. Tobacco product: any substance that contains tobacco, including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco or smokeless tobacco.
5. Educational property: any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity; provided, however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a public school building, public school campus, public school recreational area or public school athletic field. Educational property shall not

JCDAC - Drugs and Alcohol (Possession or Reasonable Suspicion)

include property owned or operated by the state institutions of higher learning, the public community and junior colleges, or vocational-technical complexes where only adult students are in attendance.

PENALTY FOR VIOLATION

No person shall use any tobacco product on any educational property as defined in this act. Any adult who violates this section shall be subject to a fine and shall be liable as follows:

1. for the first conviction, a warning;
2. for a second conviction, a fine of Seventy-Five Dollars (\$75.00); and
3. for a all subsequent convictions, a fine not to exceed One Hundred Fifty Dollars (\$150.00) shall be imposed.

ISSUANCE OF CITATION

Any adult found in violation of this section shall be issued a citation by a law enforcement officer, which citation shall include notice of the date, time and location for hearing before the justice court having jurisdiction where the violation is alleged to have occurred. For the purposes of this section, "subsequent convictions" are violations committed on any educational property within the State of Mississippi. ' 97-32-27 through 97-32-29 (2000)

LEGAL REF.: MS CODE Sections 37-11-18; 41-29-101 et seq.; 97-32-27 thru 97-32-29

CROSS REF.: Policies JCAA - Due Process

JCBE - Unlawful or Violent Acts

JGCD - Student Health Services -- Medicines

DRUG AND ALCOHOL TESTING - REASONABLE SUSPICION

Subject to the limitations contained in this policy, the District may require any student to submit to a drug and/or alcohol test at the expense of the District if there is reasonable suspicion that the student has or is using prohibited drugs and/or alcohol. Reasonable suspicion must be based on specific contemporaneous physical, behavioral, or performance indicators of probable drug and/or alcohol use. The requirement of a drug and/or alcohol test is within the discretion of the District and is not a prerequisite to the administration of punishment under this policy.

The following circumstances shall constitute grounds for reasonable suspicion:

1. Direct observation and/or confirmation by any District employee of drug and/or alcohol

- use or possession;
- 2. Abnormal or erratic behavior indicating intoxication;
- 3. Physical symptoms indicating intoxication including, but not limited to, glassy or bloodshot eyes, slurred speech, loss of balance, poor coordination or reflexes;
- 4. First-hand information provided by reliable and credible sources of use, possession, or intoxication;
- 5. The presence of a drug or alcohol on the student, detectable by the senses, such as smell of marijuana or alcohol; or
- 6. Possession of illegal drugs, prescription drugs for which the student does not have a prescription, alcohol containers, or drug paraphernalia.

JCDAC - Drugs and Alcohol (Possession or Reasonable Suspicion)

Intoxication means being excited, stupefied, or otherwise affected by alcohol or a drug to the point where physical and mental control is diminished.

A report from any source indicating reasonable suspicion that a student may be in violation of this policy should be immediately given to a member of the administrative staff. The administrative staff member must determine that the circumstances constitute reasonable suspicion of drug and/or alcohol use before a student

can be requested to take a drug or alcohol test. the administrative staff member is required to write in

reasonable detail the facts, symptoms, or observations that form the basis of reasonable suspicion, and to place a copy of this memorandum as well as any statements given in the original report to the administration, in the student's file, sealed and marked "confidential" in the restricted access file.

Once an administrator finds reasonable suspicion, an administrator shall contact the student's parent/guardian. If the District decides to require submission to such a test, the student will be immediately removed from school for a drug/alcohol test to be conducted within a five (5) hour period of time.

If a student appears incoherent, semi-conscious, or convulsive, or appears to be hallucinating, is in respiratory distress or anaphylactic shock, or is in other mental or physical distress indicating danger or injury to the health and safety of the student, District personnel shall seek immediate medical attention before any other actions under this policy are taken. The health of the student shall be given priority in all such cases.

DRUG AND ALCOHOL TESTING GUIDELINES

Any student required to be tested under this policy shall be accompanied by a District employee and if available, a parent/guardian, to a professional testing laboratory or to such

other place qualified for drug/alcohol testing at the District's expense. All breath and/or urine specimens will be collected under reasonable and sanitary conditions and in the least intrusive or invasive manner possible. Individual dignity and privacy will be preserved to the extent practicable. Accepted standards for testing, labeling, storage, and transportation of specimens will be followed by the testing laboratory, which will request information regarding prescription and non-prescription drugs and any other information that could lead to a false positive test.

A refusal or failure to take a drug and alcohol test under the conditions of reasonable suspicion shall be considered a positive drug and alcohol test result or offense.

A student or parent/guardian may request a retest at the parent's or guardian's sole expense, but the results will only be considered if scientifically meaningful, timely performed, and in compliance with the professional testing laboratory's guidelines. All positive confirmed test results will be made a part of a student's record, but they shall be kept confidential, and separated in a secured location with restricted access. All positive initial test results for which the confirmation test is negative or which are determined to be false positive shall not become any part of the student's record or discipline record.

The District shall keep the following records for the periods specified as a part of its drug and alcohol policy:

1. Records of drug and/or alcohol test results that show a student failed both an initial and confirmation drug/alcohol test (a positive drug test) and the reasonable suspicious findings for the tests must be kept for five (5) years.
2. Records of drug and/or alcohol results that show that the student passed an initial or confirmation test (a negative drug test) must be kept for at least one (1) year but shall not be part of the student's record.

JCDAC - Drugs and Alcohol (Possession or Reasonable Suspicion)

3. The District may retain such records for statistical analysis and policy evaluations, as it deems appropriate, consistent with confidentiality provisions.

CONSEQUENCES OF DRUG AND/OR ALCOHOL USE/POSSESSION

If the initial test for drugs and/or alcohol indicates a positive result, the testing laboratory must immediately conduct a confirmation test. If the confirmation test also indicates a positive result the testing laboratory must report the positive test to the school principal and the superintendent or his designee. The school principal will notify the student and parent/guardian in writing of such positive test results and of the consequences of such a report. If the initial test is negative, no further test will occur unless there is a good reason to

suspect the quality of the sample. If the confirmed results are negative, the student will be reinstated.

The principal shall recommend long-term suspension or expulsion for any student who is found to be in possession of a controlled substance. Such suspension or expulsion shall take place immediately subject to the student's constitutional rights of due process, which shall include the student's right to appeal to the West Point Consolidated School District Board of Trustees. The superintendent and/or the board of Trustees may modify the suspension or expulsion on a case-by-case basis, to include being placed in an alternative program or any other suitable consequence appropriate under the circumstances.

CONFIDENTIALITY

The results of a student's drug test shall not be released to anyone other than the testing laboratory, the superintendent and his designee, principal, other employees or agents of the District who have a need to know such information, and the student and his parents or legal guardian. Any discipline resulting from the drug test results shall be recorded in the student's discipline record in accordance

with the discipline policies and other policies of the District. In order to maintain confidentiality, written records of drug testing will be stored in a secure location with restricted access.

The District will cooperate with law enforcement, but the test results will not be released to law enforcement agencies without a court order or subpoena unless the applicable law requires disclosure. Nothing in this policy will prohibit or restrict District officials from making any report required by law to law enforcement agencies or other agencies. Please see Appendix "A" attached hereto setting forth those statutes which mandate disclosure to law enforcement personnel.

DRUG EDUCATION AND COUNSELING

Before the implementation of this policy, and at least annually thereafter, the District shall give training to principals, and administrators in drug and alcohol use/abuse recognition and in the implementation of this policy. Principals and administrators will give professional development to employees of all schools in recognition of drug and alcohol use and abuse, handling procedures, and policy implementation familiarization.

If there is reasonable suspicion that a student has used or is using prohibited drugs and/or alcohol, the District may recommend counseling and drug/alcohol education at the student's expense.

JCDAC - Drugs and Alcohol (Possession or Reasonable Suspicion)

NOTICE

Before implementation of this policy, reasonable notice of the policy will be made to all students and parents and/or guardians of students.

This policy is for the discipline and protection of the students of the District and their general welfare. Nothing herein contained shall be construed to avoid any prosecution under any pertinent criminal statute of the State of Mississippi.

This policy shall supersede and take precedence over any other policy or practice that is inconsistent herewith. This policy is and shall be consistent with the West Point Consolidated School District Code of Student Conduct and its provisions are incorporated herein by reference as if specifically set forth in this Policy.

SPECIAL EDUCATION RULING

Special education students are responsible for adhering to the same rules of conduct as non-disabled students. State and federal regulations related to students with disabilities will be followed when implementing discipline procedures. Specifically, in the case of a special education student charged with a violation of this policy, before any change in placement occurs with respect to such student, the IEP committee shall first be convened and a recommendation made to the superintendent.

LEGAL REFERENCES:

MS. Ag. Op., 1999-0606 - November 1999

MS. Ag. Op., 2000-0459 - September 12, 2000

Mississippi Attorney General's "Mississippi Youth Violence and School Safety Initiative"

New Jersey v. T.L.O., 469 U.S. 325 (1985)

Adopted Date: 7/20/2015

District: West Point Consolidated School District
Section: J - Students
Policy Code: JCDA - Use of Tobacco and Smoking Devices

SMOKING AND OTHER USES OF TOBACCO

Reports from the Surgeon General of the United States indicate that the use of tobacco in any form constitutes a potential health hazard to the user, and in the case of "second-hand smoke," to those who are in the presence of the user, and thereby has the potential to impede the

educational process in the district. Therefore, to prevent this potential impediment, students will not be permitted to smoke:

1. On the school grounds during and immediately before or immediately after school hours;
2. On the school grounds at any other time when the school is being used by any school group;
3. Off the school grounds at a school activity, function, or event;
4. En route to or from school, or
5. Off the school grounds while the student is in attendance at school or any school function or is otherwise subject to the jurisdiction of school authorities.

The possession and/or use of tobacco in any form or use of e-cigarettes or other vaped devices designed to inject nicotine or other substances is not permitted. If a student is seen with tobacco products, e-cigarettes, or other vaped devices designed to inject nicotine or other substances, school authorities will confiscate them. Violation of this rule may result in suspension from school.

Smoking or other use of tobacco products is a Group III violation of school policy.

Adopted Date: 8/10/2015

Approved/Revised Date:

Section: J Students

Policy Code: JCDAE Weapons

1. Policy:

WEAPONS

No student, employee or visitor may possess a weapon in, on or about school buildings, grounds, athletic fields or any other property used for school-related purposes, except as permitted by law. No student may possess or carry any weapon within a vehicle brought onto school property.

No weapons, whether real or look-alike, shall be possessed on campus or at any other school-related event and shall not be used in any school sponsored or school sanctioned ceremony. This includes, but is not limited to, the theatrical performances and band demonstrations.

A. DEFINITION OF PROHIBITED WEAPONS

Prohibited weapons include, but may not be limited to, the following:

1. Gun, rifle, pistol, other firearm
2. Dynamite cartridge, bomb, grenade, mine or other explosive
3. BB gun, air rifle, air pistol
4. Bowie knife, dirk, dagger, switchblade, pocketknife or other knife
5. Slingshot
6. Leaded cane, blackjack
7. Metallic or other artificial knuckles
8. Razors, razor blades
9. Any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files and clips and tools used only to prepare food or for instruction and maintenance of school property)
10. Any look-alike instrument which has the effect or appearance of a weapon (including utensils, imitation firearms or knives, etc.)

B. PERMITTED USES

The superintendent or principal, as appropriate and in his discretion, may give prior approval for weapons to be on or about campus under the following circumstances:

1. Law enforcement officers and other government officials may carry weapons onto school grounds as permitted by law;
2. Those used within the Junior Reserve Officers Training Corps (JROTC) program in conducting training when such training is a normal element of such programs; such programs may include training in the use of pneumatic guns. Such training shall occur only at a location or locations approved by the Superintendent
3. MHSAA sanctioned or school board approved activities (ex. Archery or Shooting Sports);

4. Replica firearms by a ceremonial color guard; and
5. Approved safety classes. This approval must be in writing and granted prior to the weapon being brought to school.

C. PENALTIES FOR VIOLATIONS

Any student who violates this policy will be suspended and recommended for expulsion in accordance with Policy JDE.

Any employee who violates this policy will be subject to disciplinary action in accordance with Policy GBK.

Any visitor who violates this policy will be asked to leave school property immediately and further action, including but not limited to filing criminal charges, may be taken as necessary.

Any person violating this policy may be subject to criminal action and penalties as provided in Miss. Code Ann. ' 97-37-17.

D. REPORTING VIOLATIONS

Violations of this policy shall be reported to the appropriate law enforcement officials in accordance with Policies JCBF and JCBF-P.

E. NOTICE

A copy of Miss. Code Ann. ' 97-37-17 shall be posted in public view at each school in the district.

NOTE: Please refer to MS Code ' 37-3-83 for information on how school districts may apply for grant funds under the "School Violence Prevention Grant Program."

LEGAL REF.: MS CODE Section 97-37-17 (1995)

CROSS REF.: Policies JCBE - Unlawful or Violent Acts

JCDA - School Searches

Section: J Students

Policy Code: JCDAE(2) Possession of Weapons on School Property

Policy:

POSSESSION OF WEAPONS ON SCHOOL PROPERTY

1. GUNS /FIREARMS

Any student who has in his/her possession any type of gun/firearm, operable or inoperable, while he/she is in school, on school property, on the school bus, on the way to and from school, or at any school function or activity will immediately be suspended and recommended for expulsion by the superintendent or principal of the school where the offending student is assigned.

2. OTHER WEAPONS - USE OF

Any student who uses or threatens to use any hard or sharp object, regardless of its original purpose, for a weapon while he/she is in school, on school property, on the school bus, on the way to and from school or any school function or activity will immediately be suspended and recommended for expulsion. Examples of such weapons, but not limited to, include knife, bully club, brass knuckles, ammunition, throwing stars, pipe club, brick, bat, chain, razors, box cutters, etc.

Weapons used by students shall be seized and turned over to the school district's security officer, Principals shall exercise their own discretion in each instance concerning the necessity of the notification of the appropriate law enforcement authorities.

3. OTHER WEAPONS - POSSESSION OF

Possession, by students, of any hard or sharp object, regardless of its original purpose, that may be considered a weapon while he/she is in school, on school property, on the school bus, on the way to and from school or any school function or activity shall be considered in violation of this policy. Suspensions or other punishment for violation of this section of the policy shall be awarded

by the principal who shall deal with each individual case based on the circumstances.

4. LOOK-ALIKE WEAPONS - POSSESSION OF

Possession by students, of any look-alike or replica weapon while he/she is in school, on school property, on the school bus, on the way to and from school or any school function or activity shall be considered in violation of this policy. Any punishment shall be awarded by the principal who shall deal with each individual case based on the circumstances.

The superintendent is hereby authorized to purchase, install and utilize metal detecting devices to enforce this policy.

Students who violate this policy shall be afforded all due process rights and procedures provided by any and all policies of the school district. However, suspensions awarded by the provisions of this policy shall not be delayed or postponed because of tests and/or examinations.

The school district may use video camera equipment in classrooms for the purpose of monitoring school disciplinary problem.

The name of any person who provides such information leading to the confiscation of an illegal firearm shall remain confidential. The superintendent is charged with the responsibility of insuring that procedures are in place to maintain such confidentiality. '37-3-84 (1997)

NOTE: MS Code Section 97-3-19 has been amended to include in the definition of capital murder "Murder which is perpetrated on educational property as defined in Section 97-37-17."

NOTE: Please refer to MS Code ' 37-3-83 for information on how school districts may apply for grant funds under the "School Violence Prevention Grant Program."

LEGAL REF.: MS CODE as cited and ' 37-3-83 (1997); ' 37-11-18 (1996); ' 97-37-17 (1995)

CROSS REF.: Policy JCBH - Gun-Free Schools

Section: J Students

Policy Code: JB Students Complaints of Sexual Discrimination / Harassment -- Title IX

Policy:

STUDENTS COMPLAINTS OF SEXUAL DISCRIMINATION/HARASSMENT – TITLE IX

Title IX of the Education Amendments of 1972 is an anti-discrimination law that states no person in the United States, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. The policy of this board forbids unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment and/or discrimination against any student in the district. The board of education will not tolerate sexual harassment activity by any of its students.

The West Point Consolidated School District has appointed an employee to serve as the Title IX Coordinator for the district. This person is authorized to coordinate the district's compliance efforts under this law. Because this policy is not amended each time the Title IX Coordinator changes, please contact the superintendent, the federal programs director, or any principal to request the name and contact information of the current Title IX Coordinator. The Title IX Coordinator is also identified with specificity in the district's student handbook, faculty handbook, and on the district website.

DEFINITIONS

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or to any student of the school district. All employees of the district are mandatory reporters under Title IX.

The **“complainant”** is the person who is alleged to be the victim of sexual harassment.

“Deliberate indifference” is when a district's response is clearly unreasonable in light of known circumstances.

An **“educational program or activity”** includes any location, event, or circumstance over which the educational institution exhibits substantial control over both the alleged harasser and the context in which the harassment occurred. This includes programs or

activities which occur on-campus or off-campus and can involve the use of email, social media, or other technologies. 34 C.F.R. § 106.44(a)

A “**formal complaint**” of sexual harassment is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegations.

The “**respondent**” is the individual who has been reported to be the perpetrator of the sexual harassment.

“**Sexual harassment**” is defined as conduct on the basis of sex that meets one or more of the following:

1. An employee of the recipient conditioning the provision of an aid, benefit or service of the educational institution on an individual’s participation in unwelcome sexual conduct (quid pro quo sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution’s education program or activity; or
3. Conduct on the basis of sex that meets one or more of the following: “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30)

“**Supportive measures**” are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or a respondent before or after the filing of a formal complaint or where a complaint has not been filed. Supportive measures should be designed to restore or preserve equal access to the educational program or activity without unreasonable burdening the other party. Examples of supportive measures include, but are not limited to:

1. Counseling
2. Course Modification
3. Schedule Changes
4. Increased Monitoring or Supervision

If the district does not offer supportive measures, the records should document why the response was not clearly unreasonable under the known circumstances.

INDIVIDUALS AND CONDUCT COVERED

These policies apply to all students and employees of West Point Consolidated School District, and third parties, persons hired to provide contracted services, and persons volunteering at school activities. Conduct prohibited by these policies is unacceptable in all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs occur on campus, on a bus, or at another location away from campus. Individuals who violate these policies will be subject to disciplinary action, up to and including suspension or expulsion (if a student) or suspension or termination of employment (if any employee), and in egregious situations, law enforcement officials will be notified as required by law.

PARENTAL INVOLVEMENT

Parents/Guardians of students have the right to act on behalf of the complainant, the respondent, or other individuals at any time.

The district will obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18), and inform parents/guardians of the complainant that the complainant may be accompanied by a parent/guardian during all steps of the complaint procedure.

The Title IX Coordinator shall contact the parents/guardians and provide them with information regarding the report and Title IX sexual harassment procedures and grievance process for formal complaints.

REPORTING

Any person may report sex discrimination or sexual harassment regardless of whether the person is the alleged victim. These reports may be made in person, by mail, by telephone, or email to the Title IX Coordinator, or by any other means that results in receipt by the Title IX Coordinator. For K-12 educational institutions, actual notice of sexual harassment is notice of sexual harassment or allegations of sexual harassment made to any employee.

Consistent with Title IX, a school must respond when:

1. The school has actual knowledge of sexual harassment;

2. That occurred within the school's education program or activity;

3. Against a person in the United States.

Nothing in this policy or any other policy impedes or precludes a student, the student's parents, a school employee, or school officials from directly reporting to law enforcement officials any behavior that constitutes a violation of criminal law or any applicable laws.

It is prohibited to knowingly make a false discrimination, harassment, or retaliation report or provide false information in an investigation. Individuals who knowingly file a false or misleading complaint alleging harassment, discrimination or retaliation or provide false information in an investigation are subject to appropriate disciplinary actions.

RETALIATION

The West Point Consolidated School District encourages reporting all incidents of discrimination or harassment. Retaliation is prohibited against any person for the purpose of interfering with Title IX rights or because the person participated, or refused to participate, in any manner in a proceeding under Title IX regulations. The district must keep confidential the identity of a person who complains of or reports sexual harassment, including parties and witnesses, except as permitted by law to carry out the purpose of the regulations. 34 C.F.R. § 106.71

Retaliation against an individual for reporting harassment or discrimination or for participation in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will subject an individual to disciplinary action.

RECORDS

Any records related to reports of sexual harassment must be kept for a minimum of seven (7) years, including:

1. Investigative Records
2. Disciplinary Records
3. Remedies

4. Appeals
5. Records of action taken including supportive measures

The district must also retain for seven (7) years any materials used to train Title IX Coordinators, investigators, decision-makers, and any employee designated to facilitate an informal process. Training materials will also be posted on the district website.

LEGAL REF.: 1972 Education Amendments, Title VII and Title IX, Clery Act, 20 U.S.C. § 1092(f), Violence Against Women Act, 34 U.S.C. § 12291(a)

Section: J Students

Policy Code: JB-P Students Complaints of Sexual Discrimination / Harassment -- Title IX Procedures

Policy: STUDENTS COMPLAINTS OF SEXUAL DISCRIMINATION/HARASSMENT – TITLE IX PROCEDURES

The West Point Consolidated School Board prohibits sexual harassment of or by any students. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate and offensive. All students have a right to be educated in an environment free from sexual harassment. The West Point Consolidated School District employees have a right to work in an environment free from sexual harassment.

Sexual Harassment: Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment for students or school district employees.
4. Submission to or rejection of the conduct by the student is used as the basis for

any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school.

Reporting Procedure/Investigation: The West Point Consolidated School Board encourages and expects students and all employees of the District to immediately report incidents of sexual harassment to any teacher, counselor, or administrator at the school site. Any teacher, counselor, or administrator who has received a report, verbally or in writing, from any student or District employee regarding sexual harassment by a student on another student or on a District employee, or by a student on any adult or minor in the education setting must forward that report to the building principal and central office of the District to the attention of the superintendent and/or assistant superintendent. The building principal shall promptly investigate the complaint, or as soon as reasonably possible, and take preliminary action to protect complaining party if reasonably necessary. A final report of any action taken, including what disciplinary action was taken, if any, shall be compiled in writing and kept by the principal and forwarded to the central office.

Each building principal shall have appointed at least one certified employee in the building to conduct or assist in the investigation. Both the principal and the employees selected shall have received training from an individual or agency within or without the District competent to deal with such complaints.

Discipline/Consequences: Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including suspension and/or expulsion. The provisions of school policy relative to discipline of students including policy JDE and JDD shall likewise apply as to any disciplinary actions so taken.

An employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to the principal and Central Office staff designated to receive notice of all sexual harassment complaints shall be disciplined appropriately.

NOTE: Sexual harassment by District employees is governed by policy GBR.

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Regulations:

SEXUAL HARASSMENT REPORT FORM

General Statement of Policy Prohibiting Sexual Harassment

The West Point Consolidated School District maintains a firm policy prohibiting all forms of harassment. All persons are to be treated with respect and dignity. Sexual harassment against students or employees is a violation of district policy. Sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile, or offensive environment, will not be tolerated under any circumstances.

Complainant's Name: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Name of person(s) you believe sexually harassed you?

Where did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was

used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved, etc. (attach additional pages if necessary).

The complaint is filed based on my honest belief that _____ has sexually harassed me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Complainant Signature	Date	Received by	Date
		Title_____	

Section: J Students

Policy Code: JE Cell Phone/Electronic Devices

Policy:

USE OF NON-SCHOOL ISSUED ELECTRONIC COMMUNICATION DEVICES

The use of electronic devices is not permissible on campus during operating school hours without prior approval from the principal. This includes, but is not limited to, cell phones, tablets, etc. During operating school hours, all such devices must not be visible or turned on unless given permission by an administrator of the West Point Consolidated School District.

Failure to follow these guidelines regulating possession and/or use of electronic communication devices will result in confiscation and/or disciplinary action.

WEST POINT CONSOLIDATED SCHOOL DISTRICT

STUDENT COMPLAINT/CONCERN REPORT

Date of Incident_____ Time of Incident_____

Location_____

Description of Problem

Name of any witnesses (if applicable)

Name of person making report

Signature_____

*****FOR OFFICE USE ONLY*****

Administration Follow-up and Action_____

Signature _____ Date_____

APPENDIX B–

Child Nutrition Forms

Competitive Food Choices

Religious Statement

Medical Statement for Non-Disabled Child

Medical Statement for Disabled Child

Medical Health Forms

Paperwork for Medications

Medication Authorization

Section: J Students

Policy Code: JGH Competitive Food Choices

Policy:

COMPETITIVE FOODS

In an effort to ensure that children are not in the position of having to decide between non-nutritious food immediately before or during the meal service period:

- No food items will be offered to, purchased by, or delivered to students on the school campus through sale, service, class parties or club parties for one (1) hour prior to or one (1) hour after any meal services provided.
- The school food service staff shall serve only those foods which are components of the approved federal meal patterns being served (or milk products) and such additional foods as necessary to meet the caloric requirement of the age group being served.
- A student may purchase additional individual components of a meal only if he/she purchases a full meal unit. Water and milk products may be purchased without purchasing a meal.
- A student may purchase individual components of the meal only if the full meal unit is being purchased also, with the exception of water and milk.
- No food purchased from outside vendors may be brought into the cafeteria. No outside logos will be allowed. A student must bring his/her lunch from home or eat in the cafeteria. Milk, milk products and water may be purchased without a tray. The purchase for a tray is required for all other purchases.

Exhibit 6.4. Religious Statement for a Child or Children

**Mississippi Department of Education
Office of Child Nutrition
Religious Statement for a
Child/Children**

Part I (to be completed by School District/School/Organization/Sponsor)

Date _____

Name of School District/School/Organization /Sponsor _____

Name of Student/Individual _____

Address _____

Date of Birth _____

School/Provider/Center Name _____

School/Provider/Center Address _____

Part II (to be completed by a Minister or other Head Authority in Religious Denomination)

Name of Student/Individual _____ Age _____

Quote or list the Religious Belief or Church Law or Canon that restricts the student's/individual's diet

List the food(s) that should be omitted from the child's diet and food(s) that may be substituted based on

Date_____
Signature of Religious

Exhibit 6.3. Medical Statement for Non-Disabled Child

Mississippi Department of Education Office of Child Nutrition Medical Statement for Non-Disabled Child	
Part I (to be completed by School District/School/Organization/Sponsor)	
Date _____	
Name of School District/School/Organization/Sponsor _____	
Name of Student/Individual _____	
Address _____	
_____ Date of Birth _____	
School/Provider/Center Name _____	
School/Provider/Center Address _____	
Part II (to be completed by a Medical Authority)	
Patient's Name _____	Age _____
Diagnosis _____	

Describe the medical or other special dietary needs that restrict the child's diet _____	

If yes, list food(s) to be omitted from diet and food(s) that may be substituted _____	

Special equipment needed _____	

Date _____	Signature of Medical Authority _____

Exhibit 6.1. Medical Statement for Disabled Child

**Mississippi Department of Education
Office of Child Nutrition
Medical Statement for Disabled Child**

Part I (to be completed by School District/School/Organization/Sponsor)

Date _____

Name of School District/School/Organization/Sponsor _____

Name of Student/Disabled Person _____

Address _____

_____ Date of Birth _____

School/Provider/Center Name _____

School/Provider/Center Address _____

Part II (to be completed by the Physician)

Patient's Name _____ Age _____

Diagnosis _____

Describe the individual's disability and the major life activity affected by the disability _____

Does the disability restrict the individual's diet? Yes _____ No _____

If yes, list food(s) to be omitted from diet and food(s) that may be substituted _____

Special equipment needed _____

Date_____
Signature of Physician

Paperwork for Medications

Please make sure each student has the proper paperwork for medication(s).

Medication (only)-

- ✓ Medication Authorization Form (school specific)

Asthma-

- ✓ Medication Authorization Form (school specific)
- ✓ Asthma Action Plan (black & white copy)
- ✓ Asthma Action Plan (school/black & white copy)

EpiPen-

- ✓ Medication Authorization Form (school specific)
- ✓ Anaphylaxis Action Plan

West Point Consolidated School District

MEDICATION AUTHORIZATION

Dear Dr. _____,

The policy of West Point Consolidated School District regarding administering medication in school is that medication shall be administered only when the student's health requires that medication be given during school hours. Medications that are administered at school **must** be in a properly label container or prescription bottle, including over-the-counter drugs. Written authorization from the student's parents and the physician is required for each medication to be dispensed. Medications will be kept in a locked cabinet in the school's office and shall be administered by designated school personnel.

Sincerely,

_____ Please Fax To: _____
School Nurse

.....

_____ is to receive _____
Student's Name Medication & Dose

at _____, for treatment of _____
(School hours only)

Date treatment to begin: _____ Date treatment to end: _____

_____ Signature of Physician
Name of Physician

_____ Address
Telephone Number

.....

The undersigned parent/s or guardian/s of _____, a minor child, has requested personnel of this school district to administer prescription medicine to this student. This request has been made for my/our convenience as a substitute for parental administration of this medicine. It is understood that school personnel administering the medicine will not have medical or nursing training.

I/We forever release, discharge and covenant to hold harmless the school district, its personnel

and Board of Trustees from any and all claims, demands, damages, expenses, loss of services and causes of action belonging to the minor child or to the undersigned arising out of or on account of any injury, sickness, disability, loss or damages of any kind resulting from the administration of the prescription medicine.

The undersigned agree to repay the school district, its personnel, or Trustees any sum of money, expenses, or attorney's fees that any of them may be compelled to pay in defense of any action or on account of any such injury to the minor child as a result of the administration of medicine.

I have read the foregoing release and indemnity agreement and fully understand it.

Parent or Guardian/Date

Witness/Date

School Nurse	School Location	Phone Number
Ashley Bowens	East Side	662-295-5833
Ginger Harden	Church Hill/South Side	662-495-2422 / 662-295-6201
Shalandor Johnson	West Clay	662-295-5502
Susan McComic	Fifth Street	662-295-2491
Jacqueline Crump	High School	662-495-1076 / 662-295-1294

APPENDIX C

Asbestos

Acceptable Use Policy

Parent-School Compact

Student Absence Form



WEST POINT CONSOLIDATED SCHOOL DISTRICT

“All students will be successful.”

westpoint.k12.ms.us

359 Commerce Street • P.O. Box 656
West Point, Mississippi 39773

Telephone: 662-494-4242
Fax: 662-494-8605

OFFICE OF THE SUPERINTENDENT

July 1, 2023

TO: Parents Students

FROM: Dr. Jermaine Taylor, Superintendent

RE: Asbestos Inspection of School Buildings

Please be informed by this notice that in compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), all school buildings of the West Point Consolidated School District have been inspected to identify and assess the condition of all Asbestos Containing Building Materials (ACBM). A management plan has been developed to establish guidelines for managing the ACBM.

The EPA requires re-inspections of any asbestos materials every three years with continued surveillance reports and documentation of any and all activities involving the disturbance of asbestos materials to include: abatement, repairs, cleanup, etc.

Management plans containing documentation of all activities involving ACBM are on file at each school administrative office and the office of the superintendent of schools. Any interested party should feel free to go to any of these locations to view the plans during normal office hours.

Section: I Instructional Program

Policy Code: IJB CIPA Policy - Acceptable Use

Policy:

INTERNET SAFETY POLICY

CHILDREN'S INTERNET PROTECTION ACT (CIPA) POLICY

It is the belief of the West Point Consolidated School District that the use of telecommunications, including the Internet, in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

It is the policy of West Point Consolidated School District to:

1. prevent user access over its computer network to, or transmission of, inappropriate material via Internet and World Wide Web, electronic mail, or other forms of direct electronic communications;
2. prevent unauthorized access and other unlawful online activity;
3. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
4. comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

The superintendent shall ensure that the school district computers and other technology resources with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies. The superintendent or designee shall develop procedures for compliance with this policy.

Definitions

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

Access to Inappropriate Material

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

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

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

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the West Point Consolidated School District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

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

Education, Supervision and Monitoring

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

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the superintendent or designee.

The superintendent or designee will provide age- appropriate training for students who use the district's Internet facilities. The training provided will be designed to promote the district's commitment to:

1. The standards and acceptable use of Internet services as set forth in the district's Internet Safety Policy;
2. Student safety with regard to:
 1. safety on the Internet;
 2. appropriate behavior while on online, on social networking Web sites, and in chat rooms;
 3. and cyber bullying awareness and response.
3. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Legal References:

Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. Protecting Children in the 21st Century Act

CROSS REF.: Policies IJ C Technology and Instruction / Electronic Information Resources

- IJ-E (1) Internet Network Access Agreement
- IJ-E (2) Internet Parental Consent Form
- IJ-R Internet Use By Students
- IJA-E Internet Etiquette
- IJA-P Internet Administrative Procedures

Last Review Date:_____

Review History:[1/1/1900][1/1/1901]

Exhibits:

Regulations:

ACCEPTABLE USE FOR INTERNET AND COMPUTERS

Introduction - West Point Consolidated School District makes a reasonable effort to ensure every users' safety

and security online, but will not be held accountable for any harm or damages that result from use of school technologies. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the WPCSD Network.

- The West Point Consolidated School District network is intended for educational purposes only.
- All users are required to sign the West Point Consolidated School District's Acceptable Use Policy Agreement indicating their understanding and acceptance of the District's guidelines. Parents must give their permission for their child to use the Internet independently for educational purposes. Parents also have the option of denying permission for their child to use the Internet. Faculty and staff members are also required to sign the policy.
- Use of the Internet and network resources must be in support of education and research and consistent with educational objectives of the West Point Consolidated School District.
- All activities over the network and use of district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].
- Users will receive instruction on proper use of the Internet through supervised instruction.
- Use of the Internet and network resources may be suspended at any time for technical reasons, policy violations, or other concerns.

Internet Use - West Point Consolidated School District provides its users with access to the Internet. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancelation of those privileges.

- Internet access will be restricted in compliance with CIPA regulations and school policies.
- Users are responsible for their explorations of the Internet and subject to the consequences of the building discipline policy.
- Web browsing will be monitored and web activity records may be retained indefinitely.
- Users are expected to respect that web filtering as a safety precaution, and should not try to circumvent it when browsing the Web.

Email - West Point Consolidated School District provides users with email accounts for the purpose of school related communication. Availability and use may be restricted based on school policies.

- Users should not send personal information; should not attempt to open files or follow links from unknown or entrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.
- Users are expected to communicate with appropriate and courteous conduct while online.
- Email usage may be monitored and archived.

Social/Web 2.0 / Collaborative Content - Recognizing the benefits collaboration brings to education, West Point Consolidated School District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

- Users are expected to communicate with appropriate and courteous conduct while online.
- Posts, chats, sharing, and messaging will monitored.
- Users should be careful not to share personally-identifying information online.

Mobile Devices Policy - West Point Consolidated School District may provide users with mobile computers or other devices to promote learning outside of the classroom.

- Users should abide by the acceptable use policies when using school devices off the school network as on the school network.
- Users are expected to treat these devices with extreme care and caution.
- Users should report any loss, damage, or malfunction to IT staff immediately.

- Users will be financially accountable for any damage resulting from negligence or misuse.
- Use of school-issued mobile devices off the school network will be monitored.

Personally-Owned Devices Policy – Please refer to West Point Consolidated School District's Use of Electronic Communication Devices JE.

Security - Users are expected to take reasonable safeguards against the transmission of security threats over the school network.

- Users are prohibited from opening or distributing infected files or programs and to not open files or programs of unknown or entrusted origin.
- If you believe a computer or mobile device you are using might be infected with a virus, please alert IT.
- Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Plagiarism- Internet and network resources may not be used to infringe on copyrighted materials.

- Users should not plagiarize content, including words or images, from the Internet.
- Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online.
- Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety - If you receive a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.

Cyberbullying - Please refer to West Point Consolidated School District's Bullying/Cyber Bullying GABB/GABBA/JDDA

Vandalism - Vandalism is defined as any malicious attempt to harm or destroy data of another users or other networks connected with the West Point Consolidated School District. Vandalism will result in cancellation of privileges and disciplinary action. This includes the uploading or creation of computer viruses.

Examples of Acceptable Use

- Using school technologies for school-related activities.
- Following the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treating school resources carefully and alerting staff when a problem exists with its operation.
- Encouraging positive, constructive discussion while using collaborative technologies.
- Alerting a teacher or other staff member if aware of threatening, inappropriate, or harmful content (images, messages, posts) online.
- Using school technologies at appropriate times, in approved places, for educational pursuits.
- Citing sources when using online sites and resources for research.
- Recognizing that use of school technologies is a privilege and treat it as such.
- Helping to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

- Using school technologies in a way that could be personally or physically harmful.
- Attempting to find inappropriate images or content.

- Engaging in cyberbullying, harassment, or disrespectful conduct toward others.
- Finding ways to circumvent the school's safety measures and filtering tools.
- Using school technologies to send spam or chain mail.
- Plagiarizing content I find online.
- Posting personally-identifying information, about myself or others.
- Agreeing to meet someone I meet online in real life.
- Using language online that would be unacceptable in the classroom.
- Using school technologies for illegal activities or to pursue information on such activities.
- Attempting to hack or access sites, servers, or content that is not intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

WEST POINT CONSOLIDATED SCHOOL DISTRICT
PARENT/GUARDIAN ACCEPTABLE USE POLICY
AGREEMENT

Limitation of Liability

West Point Consolidated School District will not be responsible for damage or harm to persons, files, data, or hardware. While West Point Consolidated School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. West Point Consolidated School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy will have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges.
- Notification to parents.
- Detention or suspension from school and school-related activities.
- Legal action and/or prosecution.

I have read and understood this Acceptable Use Policy and agree to abide by it:

(Student Printed Name)

(Student Signature)

(Date)

I have read and discussed this Acceptable Use Policy with my child:

(Parent/Guardian's Printed Name)

(Parent/Guardian's Signature)

(Date)

=====

_____ NO, I do not wish to allow my child access to the Internet.

(Parent/Guardian's Signature)

(Date)

WEST POINT CONSOLIDATED SCHOOL DISTRICT
TITLE I COMPACT
2023 - 2024

Our district believes that families and school staff should work in partnership to help each student reach his/her highest potential through activities, services and programs funded by Title I, Part A. As partners we agree to the following responsibilities:

School Responsibilities:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet the State's academic achievement standards.
- Hold Open House/Orientation and Parent-Teacher conferences (at least annually in elementary schools) during the first nine weeks which this compact, parental involvement policy and parent rights will be discussed as it relates to the individual student's achievement.
- Communicate frequently with parents regarding their students' progress and provide training opportunities to support student achievement.
- Provide flexibility for parents to meet with staff.
- Provide parents' opportunities to volunteer, observe and participate in their student's class or school activities.

Parent and Family Responsibilities

- Monitor attendance by making sure my student attends school regularly, on time, and with all needed supplies.
- Provide a home learning environment that will encourage learning and assure completion of homework by the student at a specified time each day.
- Volunteering in my student's classroom or school.
- Staying informed about my student's education and communicating with the school by promptly reading all notices from the school or the district either received by my student, by mail, by email, or Active Parent and responding, as appropriate.
- Serving, to the extent possible, on advisory groups, such as being a Title I, Part A parent representative on the school or district Planning Committee.

School _____ **Principal/Administrator** _____

Telephone Number _____ **Email Address** _____

Student Absence Form

Student's Name_____ Date(s) of Absence_____

Parent's Name_____

Phone_____

Homeroom Teacher_____

Date Returning to

School_____

Reason for Absence:

*If the student has a doctor's excuse, it must be submitted with this form.

Student Absence Form

Student's Name_____ Date(s) of Absence_____

Parent's Name_____

Phone_____

Homeroom Teacher_____

Date Returning to

School_____

Reason for Absence:

*If the student has a doctor's excuse, it must be submitted with this form.

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