



"Preparing Tomorrow's Leaders"

Student Handbook

2022 – 23

3413 East Church Hill Road
West Point, MS 39773
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<https://westpoint.k12.ms.us>

Welcome to the West Point Career & Technology Center

This handbook is an enhancement, not a replacement, to the West Point High School Student Handbook. The intention of this document is to clarify policies specific to the CTC in order to promote an orderly, safe, and successful working environment. All West Point CTC students must adhere to the rules and regulations set forth in the West Point CTC Handbook and the West Point High School Handbook.

Mission of the West Point Career & Technology Center

It is our mission to help our students develop into tomorrow's workforce and leaders. We strive to accomplish this through quality teacher-led instruction along with hands-on lab activities that are based on industry standards.

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:

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

* The policies in this handbook are subject to change to remain in compliance with policy updates made by the Mississippi Department of Education and/or the West Point Consolidated School District Board of Education. The administration also reserves the right to make updates to the policies of this handbook as the need arises. Any alterations made to the policies herein will be expressed to all concerned parties prior to changes taking effect.

West Point Career & Technology Center

District

Jermaine Taylor	Superintendent
Kendall Pickens	Assistant Superintendent of Operations
Reita Humphries	Assistant Superintendent of Instruction/Federal Programs
Catrina Mosley	Director of Special Services
Kris Hollis	Director of Testing and Curriculum

School Board

Gene Brown	President
Tommy Coleman	Vice President
Tay Pruitt	Secretary
Elizabeth Bailey	Member
Rev. Israel Lee	Member

Staff

Administration	
Patrick Ray	Director
Tracey Hammond	Counselor
Instruction	
Mac Abernathy	Construction
April Acker	Early Childhood Ed.
Kasi Black	Engineering
Vernitta Crawford	Culinary Arts
Shelia Fulgham	Student Services
Alan Leonard	AEST
Coree Nimmo	Metal Fabrication
Larisa Ziegelmann	Health Care & Clinical Services
Support	
DeAndrea Lockett	Administrative Assistant
Joann House	Custodian

West Point Consolidated School District Calendar

DATE	DAY OF WEEK	EVENT
July 4	Monday	INDEPENDENCE DAY HOLIDAY
August 2	Tuesday	New Teacher Orientation
August 3 – 4	Wednesday – Thursday	Professional Development
August 5	Friday	First Day for Students
September 5	Monday	LABOR DAY HOLIDAY
September 6	Tuesday	Classes Resume
October 7	Friday	<i>End 1st Grading Period</i>
October 17 *	Monday	FALL BREAK
October 18	Tuesday	Parent Conferences (student holiday) / Report Cards Issued
October 19	Wednesday	Classes Resume
November 21 – 25	Monday - Friday	THANKSGIVING HOLIDAYS
November 28	Monday	Classes Resume
December 20	Tuesday	<i>End 1st Semester & 2nd Grading Period</i>
December 21 – January 3	Wednesday – Tuesday	CHRISTMAS HOLIDAYS
January 4	Wednesday	Professional Development (student holiday)
January 5	Thursday	Classes Resume
January 12	Thursday	Reports Cards Issued
January 16	Monday	MARTIN LUTHER KING HOLIDAY
January 17	Tuesday	Classes Resume
February 6	Monday	Parent Conferences (student holiday) / Progress Reports issued (Inclement weather makeup day)
February 7	Tuesday	Classes Resume
March 10	Friday	<i>End 3rd Grading Period</i>
March 13 – 17	Monday – Friday	SPRING BREAK
March 20	Monday	Classes Resume
March 27	Monday	Report Cards Issued
April 7 – 10	Friday – Monday	GOOD FRIDAY & EASTER MONDAY (April 10 th – Inclement weather makeup day)
April 11	Tuesday	Classes Resume
May	To Be Determined	GRADUATION – TBD
May 23	Tuesday	Last Day for Students
May 23	Tuesday	<i>End 2nd Semester & 4th Grading Period</i>
May 25	Thursday	Last Day for Teachers & Assistants / Report Cards Issued
May 29	Monday	MEMORIAL DAY HOLIDAY

* 12 month employees do not get this holiday

180 Days for Students

187 Days for Teachers and Teacher Assistants

West Point Career & Technology Center Bell Schedule

Regular Schedule

7:30	Students may enter the building
8:00 – 9:36	First Block
8:00	Tardy Bell
9:33	Release students to North Campus
9:40 – 11:16	Second Block
9:40	Tardy Bell
11:13	Release students to North Campus
11:20 – 1:20	Third Block / Lunch
1:24 – 3:00	Teacher Prep
1:24	Tardy Bell
3:00	Dismissal

** See the WPHS Handbook for 8th grade bell schedule

West Point Career & Technology Center Emergency Procedures

Bomb/Fire Evacuation

In case of a drill or emergency, the bell will ring 3 short times. Students will exit the building in single-file lines according to the evacuation routes for their respective classes. Teachers will take role upon reaching the assembly location.

Earthquake

In case of a drill or emergency, the bell will ring 4 short times. Students will crouch under their desks until the emergency ends.

Tornado

In case of a drill or emergency, the bell will ring 2 long times. Students will line up in the hallway outside their respective rooms. Students will crouch on their knees with their heads to the floor and against the wall until the emergency ends.

* Refer to the emergency maps in the Appendix.

West Point Career & Technology Center Policies

Admissions

Students in grades 9 – 12 are eligible to enroll in programs at the West Point Career & Technology Center. Each student must complete an application and submit it to the counselor. A committee will choose students based on program requirements and academic, attendance, and discipline records.

Attendance

Success in CTC programs is dependent on class attendance. Students who are absent or tardy must check in through the CTC office upon return to school. Students who arrive more than 10 minutes late to class will be considered absent and must have an excuse from the high school office or be accompanied by a parent or guardian. Otherwise, the student will be disciplined for skipping school.

Check in/Check out

Students who need to check in or out while in class at the CTC must do so in the CTC office. Students who are checking out must be checked out in person by a parent or guardian. Students will not be allowed to leave with someone who is not listed on their information cards.

Discipline

Success and safety in CTC programs are dependent on student behavior. When the need arises, students may be sent to the CTC office for discipline. Excessive discipline issues may result in students losing their eligibility to participate in student organizations. Student discipline will also be considered when students apply for CTC programs. Discipline will be according to the high school handbook. Violations of program-specific rules listed in this CTC handbook may result in loss of shop/lab privileges until the problem is rectified.

Dress Code

Students are expected to follow the dress code set forth in the West Point High School Handbook. There are additional guidelines for appropriate dress while students are in lab/shop areas or on clinical visits with the CTC. These guidelines are listed in the Program sections of this handbook.

Equipment

Students will be trained to use tools and equipment necessary for their programs. Students are responsible for the care of these tools. No student should use or attempt to use any tool or equipment without proper instruction and supervision. Students may be required to replace any tools or equipment that is damaged or destroyed due to unauthorized use, misuse, and/or horseplay.

Field Trips

Periodically throughout the school year, classes and/or student organizations will have opportunities to take field trips to enhance the learning process. Students who are allowed to participate in these trips must follow all school rules while on the trips and will be subject to discipline, if necessary, upon return to school. Failure to adhere to the school rules may result in loss of privilege to attend future field trips.

Hall Passes

Students must have a hall pass when leaving the classroom. If students need to leave the building, they must get one of the passes from the CTC office.

Make Up Work

All make up work is the responsibility of the student. If a student misses work due to an absence, he/she will be given one more day than the number of days missed to complete and submit the missing assignment(s) – up to a maximum of 2 weeks.

Assignments missed when a student is skipping class will not be eligible to be made up and will result in a grade of '0.'

Lab assignments and clinical visits cannot be made up. Students who miss lab assignments or clinical visits must have an excuse from a parent or doctor in order to not receive a '0' grade.

Assignments must be submitted according to the teacher's directions before the submission deadline. Late work will be accepted up to 5 days late with 10 points deducted from the final grade for each day late. Work will not be accepted after 5 days.

Safety

All students must follow all safety guidelines while in the CTC. Students will be required to pass a safety test prior to working in lab/shop areas and using tools and equipment. When necessary, students will be required to wear specific safety equipment, clothes, and shoes. Students may also be required to trim hair and nails to meet safety or sanitary guidelines. Students who do not have the required safety equipment, clothes, and/or shoes will not be allowed in lab/shop areas and may subsequently receive a '0' grade for missing assignments and will be subject to discipline.

There are additional guidelines for safety specific to each program. These guidelines are listed in the Program sections of this handbook.

Horseplay will not be tolerated at the CTC – especially in lab and shop areas.

Student Organizations

Each program at the West Point CTC is involved in a student organization. It is a privilege for students to participate. Students who choose to join a student organization will be required to pay local, state, and national dues. Students will also be subject to the following guidelines to participate and travel to district, state, and national meetings.

1. Students must be passing all classes with at least a 70 average.
2. Students must not have any ISS or OSS for the current school year.
3. Students must participate in fundraising to help offset travel expenses.
4. Students may not have more than 3 absences in a semester or 6 for the year.

* Students who do not meet the above guidelines may be allowed to travel only with approval of the advisors and director.

Student Recognition

Students who complete both courses of a program will be given Certificates of Completion.

Instructors will nominate completers from their programs for the Director's Award. The Director will choose the winner based on attendance, community service, discipline, extracurricular activities, and student organization participation.

Students who meet the criteria will be invited to join the National Technical Honor Society.

Students who meet the criteria will be able to graduate as TechMaster graduates.

Student Services

Student Services is a program that provides instructional, career, and supportive assistance to all CTC students. The purpose of the instructional assistance is to enable students to be successful in their chosen CTC program as well as in their academic classes. This assistance is provided in small groups as well as in one-on-one tutorials. The Student Services program also provides opportunities for students to explore their interests and skills while making realistic vocational, educational, and career plans.

Tardy Policy

3 rd Tardy to CTC Class	Warning from office
4 th Tardy	ISS during CTC class
5 th and 6 th Tardy	1 day ISS and parent notification
7 th and 8 th Tardy	2 days ISS and parent notification
Tardies will reset on Progress Report and Report Card days.	

Visitors

All visitors to the CTC must get a visitor pass from the CTC Office before entering a classroom.

West Point Career & Technology Center Programs

Diversified Agriculture

Concepts of Agriscience

The foundation course for the Agricultural and Environmental Science and Technology program. All students must complete Concepts of Agriscience before being allowed to enroll in the advanced courses of the program. The course serves as an introduction to the sciences, technologies, and applied practices of the progressive agriculture/agriscience industry. Emphasis is on an active learning environment enriched with technology and science-based applications. The course focuses on providing an opportunity for students to explore the different fields of the agricultural sciences and develop foundation skills and knowledge needed for advancement in other courses and programs. Concepts of Agriscience may be taught to students in grade 9 or 10. The course carries one Carnegie unit of credit that can count as a science elective credit for high school graduation.

Science of Agriculture Animals

An advanced level course for the Agricultural and Environmental Science and Technology Program. The course focuses on the development of skills and knowledge related to the anatomy and physiology, growth and nutrition, breeding and reproduction, evaluation, health, and management of agricultural and other domesticated animals. The course carries 1 Carnegie unit of credit that may count as an elective science credit for high school graduation.

Science of Agriculture Plants

An advanced level course for the Agricultural and Environmental Science and Technology Program. The course focuses on the development of skills and knowledge related to the production of plants for food, fiber, ornamental, and other purposes. Instruction is provided in the basic principles of plant science as well as cultural practices and the use of technology to efficiently and effectively meet consumer needs. Plant growing structures, plant classification, growth, propagation, culture, pests, harvesting, and marketing are included. The course carries 1 Carnegie unit of credit that may count as an elective credit for high school graduation.

Prerequisites

Concepts of Agriscience may be taken by any student enrolled in grade 9 or 10. It is suggested that students enrolling in the course possess at least a C average in previous science courses and a TABE reading score at the eighth-grade level or higher.

Prior to enrolling in an advanced AEST class, a student must have completed *Concepts of Agriscience*.

Dress Code and Safety

1. Closed-toe leather shoes may be required while working in the animal pen, garden, greenhouse, or shop.
2. Long pants may be required while working in the animal pen, garden, greenhouse, or shop.
3. Safety glasses may be required working the in the animal pen, garden, greenhouse, or shop.
4. No tools or equipment may be used until instructed on proper use.

Construction Technology

Construction (Year One)

Introduces students to fundamentals of construction safety, tools, math, and blueprint reading and basic carpentry, electrical, masonry, and plumbing skills. Upon the completion of this course, students will have knowledge to complete the Contren Core Certification. The course carries 2 Carnegie units of credit.

Carpentry (Year Two)

Consists of an in-depth study of foundations; wall and ceiling framing; room framing; windows and doors; and stair layout. Upon the completion of this course, students will have the knowledge to complete the Contren Level I Certification. The course carries 2 Carnegie units of credit.

Prerequisites

1. "C" or higher in English (the previous year)
2. "C" or higher in Math (last course taken or the instructor can specify the math)
or
3. Instructor Approval and TABE Reading Score (eighth grade or higher)
or
4. Instructor Approval

Dress Code and Safety

1. Closed-toe leather shoes must be worn while working in the shop.
2. Long pants must be worn while working in the shop.
3. Safety glasses must be worn while working the in the shop.
4. No tools or equipment may be used until instructed on proper use.

Culinary Arts

Culinary Arts I

Food preparation techniques included in this course are breakfast foods, dairy, sandwiches, salads, garnishes, fruits, and vegetables. Management skills emphasized are basic customer service, food safety and sanitation, workplace safety and security, culinary basics, equipment, nutrition, human resources, math, and food cost control. Mastery of the competencies listed in the food safety and sanitation unit will prepare students to take the NRA's ServSafe exam to become ServSafe Food Safety certified. The course carries 2 Carnegie units of credit.

Culinary Arts II

A continuation of the emphasis on management and food preparation. Management topics include marketing, accounting, purchasing, inventory, and advanced customer service. Food preparation techniques covered include potatoes, grains, desserts, baked goods, meat, poultry, seafood, stocks, sauces, and soups. An exploration of culinary history is also included in this course. The course carries 2 Carnegie units of credit.

Prerequisites

1. "C" or higher in English (the previous year)
2. "C" or higher in Math (last course taken or the instructor can specify the math)
or
3. Instructor Approval and TABE Reading Score (eighth grade or higher)
or
4. Instructor Approval

Dress Code and Safety

1. Closed-toe shoes (low heels only) must be worn while working in the lab.
2. Head covering must be worn in the lab.
3. No tools or equipment may be used until instructed on proper use.

Early Childhood Education

Early Childhood I

This year long course begins with an introduction to personal and professional preparation for continued education, training, and careers in early childhood. Major topics of study in this course are stages of child development, ranging from birth through age twelve, and children's health and safety. Students are introduced to MSDH Guidelines and Regulations Governing Child Care Facilities. Other topics covered are related to the importance of observing and assessing children. Methods of child guidance techniques are also introduced in this course. Participation in FCCLA (Family, Career, and Community Leaders of America) is ongoing. Students will participate in field experience, internships, and job-shadowing. Students will develop skills toward meeting requirements for the CDA (Child Development Associate) credential. The course carries 2 Carnegie units of credit.

Early Childhood II

This course focuses on curriculum planning and the development of age appropriate activities and lesson plans that encompass all areas of child development, and administration and management techniques needed in order to operate a successful, quality child care facility. Other major topics covered in this course are related to state licensing requirements for child care facilities, management principles as a center director (including responsibilities regarding management of personnel, the facility's physical indoor and outdoor space, inventory, record-keeping, accreditation, parental involvement, marketing, budgeting, and maintaining a healthy, effective learning environment). Students will continue to develop educational, career, and professional plans in the area of early childhood. Participation in FCCLA (Family, Career, and

Community Leaders of America) is ongoing. Students will participate in field experience, internships, and job-shadowing. Students will continue to develop skills toward meeting requirements for the CDA (Child Development Associate) credential. The course carries 2 Carnegie units of credit.

Prerequisites

Year 1

1. "C" averages in Biology (if applicable) and English from the previous school year
2. Application and/or Interview process
3. Discipline Review (No more than three referrals from the previous school year: severity of infractions to be determined according to the Mississippi Discipline Codes)
4. 90% attendance rate

Year 2

1. Early Childhood Education I ("C" or better grade in Year I)
2. Work ethic review
3. Discipline review
4. Attendance review

Engineering

Engineering I

Teaches students the history of engineering and the careers associated with the field. The students will also learn the foundations and fundamentals of engineering and materials. This course also teaches technical writing, presenting, and project management. It also teaches students the engineering design process, the steps one follows for successful design planning. Students are also introduced to the advanced concepts of 3-D sketching and modeling with CAD software. This course also focuses on quality control and the benefits of engineering failure. The course carries 2 Carnegie units of credit.

Engineering II

A comprehensive course that focuses on the four systems: electrical, fluid, mechanical, and thermal. It also introduces students to Computer Integrated Manufacturing, or how robotics and drafting work together to create products. This course teaches students the concepts of digital electronic control system technology, focusing on electronics, gates, and truth tables. Students will also learn valuable workforce readiness skills and participate in advanced concepts of programming robotic equipment. The course carries 2 Carnegie units of credit.

Prerequisites

1. "C" or higher in Pre-Algebra
or
2. TABE Math Computation and TABE Math Applied Score (eighth grade or higher)
or
3. Instructor Approval

Dress Code and Safety

1. Safety glasses must be worn while working the in lab.
2. No tools or equipment may be used until instructed on proper use.

Healthcare and Clinical Services

Health Sciences I

The Health Sciences (Core) course introduces students to the theory and practical applications of tasks related to employment in the field of health science. Students will cover topics such as safety in the workplace, infection control, health care systems, and the vital organs of the human body. The course offers insight into careers in health care as well as educational requirements and the professional, legal, and ethical responsibilities involved. This course offers 2 Carnegie units. Students who complete Health Sciences I may count one of the credits earned in this course as one science credit toward graduation requirements if they complete both years of the Healthcare and Clinical Services program.

Health Sciences II

The Healthcare and Clinical Services course helps the student establish insight in the healthcare field. Students will be exposed to the theory and applied tasks related to careers within health care. This course covers topics such as human growth and development, health informatics, information technology, and therapeutic and rehabilitative services. Other topics include medical and emergency services, mental health, and pharmacological and nursing services. This course offers 2 Carnegie units. Students who complete Health Sciences II may count one of the credits earned in this course as one science credit toward graduation requirements if they complete both years of the Health Sciences program. This program includes a minimum of 100 hours of clinical-type experience during the second course. This clinical-type experience can include tours of health-care facilities, guest speakers, laboratory practice/demonstration in the classroom, and observation experiences in medical facilities.

Prerequisites

1. "C" or higher in English (the previous year)
2. "C" or higher in Math (last course taken or the instructor can specify the math)
or
3. TABE Reading Score (eighth grade or higher)
or
4. Instructor Approval

Metal Fabrication

Manufacturing Fundamentals I (Year One)

Includes orientation and leadership; basic safety; math, measuring tools, and instruments; blueprints; hand and power tools; lathe theory and operation; milling machine theory and operation; and grinding operations. Safety is emphasized in each unit and every activity. This course offers 2 Carnegie units.

Metal Fabrication (Year Two)

Includes advanced precision machining techniques and an emphasis on welding processes. Welding topics include employability skills, safety, basic oxy-fuel cutting, plasma arc cutting (PAC), gas metal arc welding (GMAW), flux core arc welding (FCAW), gas tungsten arc welding (GTAW), and shielded metal arc welding (SMAW). The course should be taken after the student has successfully passed Metal Fabrication I. This course offers 2 Carnegie units.

Prerequisites

1. "C" or Higher in English (the previous year)
 2. "C" or Higher in Math
 3. Instructor Approval and TABE Reading Score (eighth grade or higher)
- or**
4. Instructor Approval

Dress Code and Safety

1. Closed-toe leather shoes must be worn while working in the shop.
2. Long pants (with no frayed legs) must be worn while working in the shop.
3. Safety glasses must be worn while working in the shop.
4. Short-sleeved shirts only may be worn while using the lathes and must be tucked in.
5. No tools or equipment may be used until instructed on proper use.

West Point Career & Technology Center Appendix

A. Bomb / Fire / Evacuation Map

B. Tornado Map

C. Asbestos Inspection Notice

D. District Policies*

a. IJB : CIPA Policy

b. JB : Students Complaint of Sexual Discrimination

c. JB-P : Students Complaint of Sexual Discrimination – Title IX Procedures

d. JCDA : Use of Tobacco and Smoking Devices

e. JCDAE : Drugs and Alcohol Possession or Reasonable Suspicion

f. JCDAE : Weapons

g. JCDAE (2) : Possession of Weapons on School Property

h. JCDB : Dress Code for Students

i. JDDA : Bullying

j. JE : Cell Phone/Electronic Devices

k. JGCC : Communicable Diseases

l. JGCD : Student Health Services Medicines

m. JGCDA : Self-Administration of Asthma Medicine

n. JGH : Competitive Food

E. Things to Leave at Home

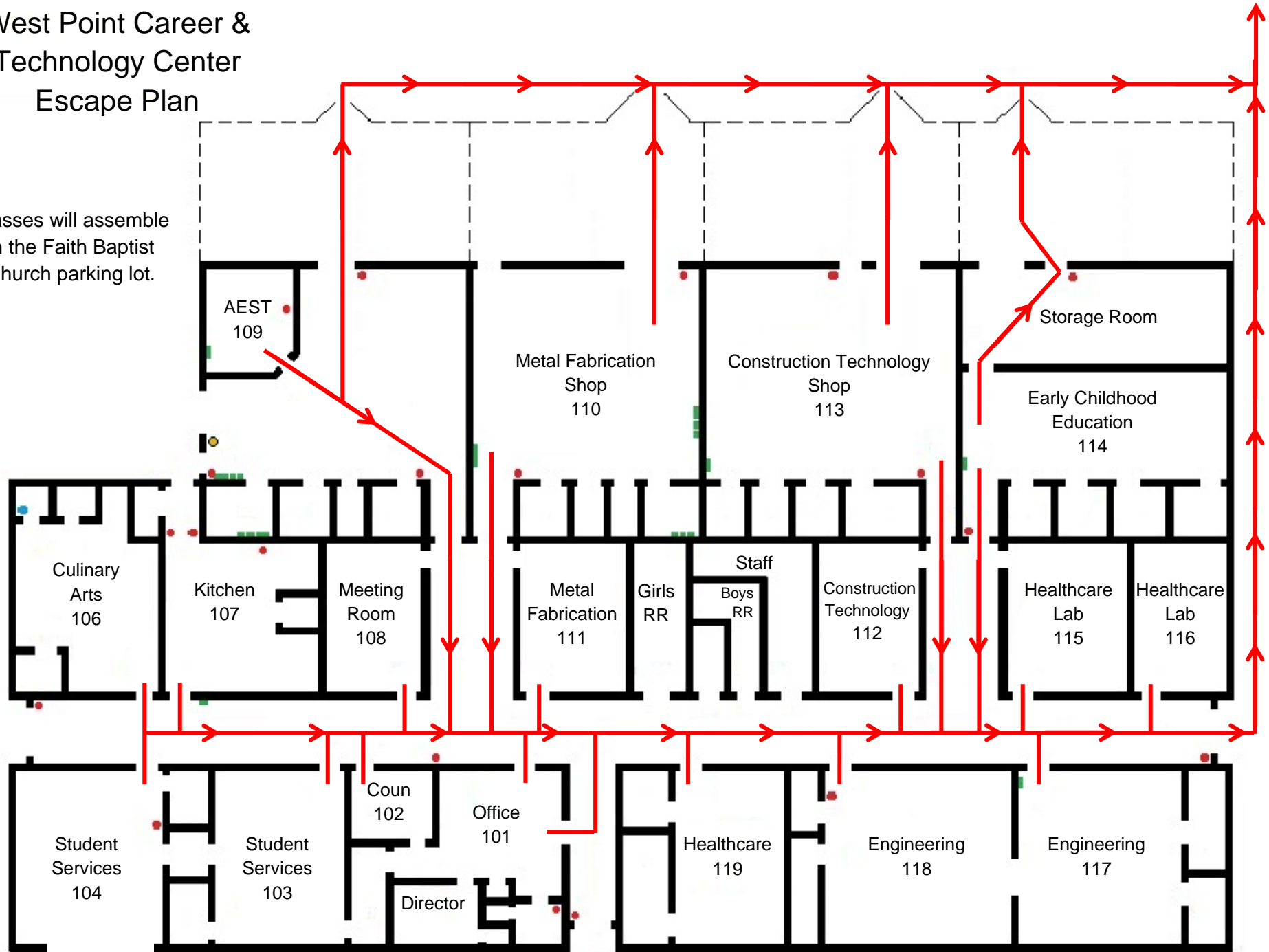
F. Media Release

G. Handbook Form

* All district policies can be found on our website at:
<http://westpoint.msbapolicy.org/>

West Point Career & Technology Center Escape Plan

Classes will assemble
in the Faith Baptist
Church parking lot.



West Point Career & Technology Center

Tornado Plan





OFFICE OF THE SUPERINTENDENT

WEST POINT CONSOLIDATED SCHOOL DISTRICT

"All students will be successful."

westpoint.k12.ms.us

359 Commerce Street • P.O. Box 656
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Telephone: 662-494-4242
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July 1, 2022

TO: Parents
Students
District Employees

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.

District: West Point Consolidated School District
Section: I - Instructional Program
Policy Code: IJB - CIPA Policy - Acceptable Use

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:

- a. 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;
- b. prevent unauthorized access and other unlawful online activity;
- c. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- d. comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

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:

- a. The standards and acceptable use of Internet services as set forth in the district's Internet Safety Policy;
- b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms;
 - iii. and cyber bullying awareness and response.
- c. 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

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.

E-mail - 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 networks.
- \$ 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 cancelation 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.

District: West Point Consolidated School District

Section: J - Students

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

STUDENTS COMPLAINTS OF SEXUAL DISCRIMINATION/HARASSMENT -- TITLE IX

As provided under Title IX of the Education Amendments of 1972, no person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Students in the West Point Consolidated School District are protected from sexual discrimination, including sexual harassment, by Title IX of the Education Amendment of 1972 to the Civil Rights Act. It is the intent of the Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited. Complaints of sexual discrimination/harassment shall be handled in accordance with Policy JB-P Students Complaints of Sexual Discrimination/Harassment -- Title IX Procedures.

The District has a Title IX Compliance Officer designated to handle any complaints regarding Title IX issues. Since this policy, Policy JB, is not amended each time the administrator serving as the Title IX Compliance Officer changes, please contact the superintendent, the federal programs director, or any principal to request the name of the current Title IX Compliance Officer. Also, the Title IX Compliance Officer is identified with specificity in the District Student Handbook and on the District website. Contact the Title IX Compliance Officer immediately to make a complaint regarding discrimination based on sex with respect to any District educational program or District activity receiving federal financial assistance or with respect to complaints of sex discrimination and /or sexual harassment.

HARASSMENT PROHIBITED

This school district affirms employee protection provided under Title VII, and therefore "shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment."

Further, this school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

SEXUAL MISCONDUCT PROHIBITED

If any person eighteen (18) years or older who is employed by any public school district or private school in this state is accused of fondling or having any type of sexual involvement with any child under the age of eighteen (18) years who is enrolled in such school, the principal of such school and the superintendent of such school district shall timely notify the district attorney with

JB - Students Complaints of Sexual Discrimination / Harassment -- Title IX

jurisdiction where the school is located of such accusation, the Mississippi Department of Education and the Department of Human Services, provided that such accusation is reported to the principal and to the school superintendent and that there is a reasonable basis to believe that such accusation is true.

Any superintendent, or his designee, who fails to make a report required by this section shall be subject to the penalties provided in Section 37-11-35. Any superintendent, principal, teacher or other school personnel participating in the making of a required report pursuant to this section or participating in any judicial proceeding resulting therefrom shall be presumed to be acting in good faith. Any person reporting in good faith shall be immune from any civil liability that might otherwise be incurred or imposed. ' 97-5-24

If any teacher and any pupil under eighteen (18) years of age of such teacher, not being married to each other, shall have sexual intercourse, each with the other, they shall, for every such offense, be fined in any sum, not more than five hundred dollars (\$500.00) each, and the teacher may be imprisoned not less than three (3) months nor more than six (6) months. ' 97-29-3 (1980)

INDIVIDUALS AND CONDUCT COVERED

These policies apply to all students and employees of the West Point Consolidated School District and third parties such as 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 an employee), and in egregious situations, law enforcement officials will be notified. Further, the Mississippi Department of Education will be notified as required with regard to any violations of Standard 4 of the Mississippi Educator Code of Ethics and Standards of Conduct. It is also 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.

INVESTIGATION OF HARASSMENT

In accordance with its obligations under federal law, the West Point Consolidated School District reserves the right to investigate reports of harassment occurring between students and other members of the school community, regardless of whether the alleged harassment occurred on or off school grounds; during or outside school hours; or using school-owned or personally-owned electronic devices (e.g., postings to digital media and electronic forums such as Twitter and Facebook or text messages).

JB - Students Complaints of Sexual Discrimination / Harassment -- Title IX

Courts have struggled to strike a balance between safeguarding students' First Amendment rights and protecting the authority of school administrators to maintain an appropriate learning environment. However, in keeping with the West Point Consolidated School District's mission to educate ALL students, and in accordance with provisions in the school's Acceptable Use Policy, students are prohibited from using school computers or the school network to harass others, whether the harassment occurs on or off campus. The full range of disciplinary actions outlined in the Student Handbook may be applied, including demerits, restrictions on computer use, suspension and expulsion

RETALIATION IS PROHIBITED

The West Point Consolidated School District encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the West Point Consolidated School District to investigate such reports. The West Point Consolidated School District prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

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. Acts of retaliation should be reported immediately and will be investigated and corrective action taken promptly. Corrective action may include suspension, expulsion and in egregious situations, the involvement of law enforcement officials.

OTHER REPORTING

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

LEGAL REF.: 1972 Education Amendments, Title VII & Title IX
CROSS REF.: Policies JAA Equal Educational Opportunities
JB-P Students Complaints of Sexual Discrimination/Harassment
Title IX Procedures
JCA Student Conduct

Adopted Date: 7/20/2015
Approved/Revised Date: 11/12/2018

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.

District: West Point Consolidated School District
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.

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 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 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.

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.
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.

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)

District: West Point Consolidated School District
Section: J - Students
Policy Code: JCDAE - Weapons

WEAPONS

STATEMENT OF INTENT: In enacting this policy, it is the intent of the Board of Trustees of the West Point Consolidated School District to maintain safety and order within the schools for the benefit of all children, teachers, administrators and staff of the District, as well as for the sake of the educational process which we aspire to promote at all times.

However, the Board recognizes the administrator's role in application of this policy, and relies upon the administrator's consideration of all factors relative to the child and circumstances surrounding any such infraction, including, but not limited to, age of the child, previous discipline record, if any, and the extent of same, severity of the offense, and the extent of disruption, if any, to the school day or other school operations.

1. Any student in any school who has in his possession an object that would be classified as a weapon, including a firearm, gun, knife or other weapon or deadly object as defined in Subsection 6 below, in any school setting shall be subject to automatic expulsion for not less than one (1) calendar school year, placement in the alternative school, or other appropriate condition as determined by the Superintendent.
2. Such student shall be immediately suspended by the building principal for ten (10) days and in the case of any recommendation for expulsion, such student shall be afforded all constitutional rights of due process in accordance with Long-term Suspension/Expulsion policy (JDD), which shall include the student's right to a hearing before the Board of Trustees, unless waived by the student and his parent or legal guardian.
3. In all cases, the Superintendent or his/her designee may modify the recommendation for expulsion on a case-by-case basis, to include being placed in an alternative program at a location on a campus other than the campus where the violence occurred, or other appropriate action in accordance with the intent of the Board as stated in this policy, at the discretion of the Superintendent or his/her designee.
4. Any student who brings a weapon to school shall be referred to the criminal justice or juvenile delinquency system pursuant to §97-37-17, Mississippi Code of 1972, as amended and annotated.
5. Additionally, a monthly report will be compiled by the superintendent or his/her designee on infractions of this policy (JCDAE) as well as the drug use/possession policy (JCDAC) for which students were suspended but were not recommended to the Board for expulsion and for which students were expelled, said report to include:
 - (a) the name of the school concerned,
 - (b) the number of students suspended and expelled under this policy (JCDAE) and the drug use/possession policy (JCDAC) and,
 - (c) the type of weapon, or the possession, use, or sale of a controlled substance.This report shall be submitted by the Superintendent to the West Point Consolidated School District Board of Trustees at its regular monthly meeting.
6. For purposes of this policy as well as the West Point Consolidated School District's Code of Conduct, the term "weapon" shall be defined as, but not limited to:

- (a) gun, rifle, other firearm;
- (b) dynamite cartridge, bomb, grenade, mine or other explosive;
- (c) BB gun, air rifle, air pistol;
- (d) Bowie knife, dirk, dagger, switchblade, pocketknife or other knife;
- (e) slingshot;
- (f) leaded cane, blackjack;
- (g) metallic or other artificial knuckles;

- (h) razors, razor blades;
- (i) 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);
- (j) any instrument having the effect or appearance of a weapon (including utensils, imitation firearms or knives, etc.);
- (k) or any other instrument considered to be dangerous and capable of causing bodily harm as defined in §97-37-17, Mississippi Code of 1972, as amended and annotated.

The West Point Consolidated School District Board of Education recognizes that the possession of pistols, firearms or other weapons on school premises or at school functions by persons other than duly authorized law enforcement officials creates an unreasonable and unwarranted risk of injury or death to district employees, students, visitors and guests and further creates an unreasonable and unwarranted risk of damage to properties of district employees, students, visitors and guests. Because of such dangers, the Board hereby prohibits the possession of pistols, firearms or weapons in any form by any person other than duly authorized law enforcement officials on school premises or at school functions, regardless of whether any such person possesses a valid permit to carry such pistols, firearms or weapons.

A. 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:

Law enforcement officers and other government officials may carry weapons onto school grounds as permitted by law.

B. 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.

C. REPORTING VIOLATIONS

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

D. 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

District: West Point Consolidated School District

Section: J – Students

Policy Code: JCDAE - Weapons

WEAPONS

STATEMENT OF INTENT: In enacting this policy, it is the intent of the Board of Trustees of the West Point Consolidated School District to maintain safety and order within the schools for the benefit of all children, teachers, administrators and staff of the District, as well as for the sake of the educational process which we aspire to promote at all times.

However, the Board recognizes the administrator's role in application of this policy, and relies upon the administrator's consideration of all factors relative to the child and circumstances surrounding any such infraction, including, but not limited to, age of the child, previous discipline record, if any, and the extent of same, severity of the offense, and the extent of disruption, if any, to the school day or other school operations.

1. Any student in any school who has in his possession an object that would be classified as a weapon, including a firearm, gun, knife or other weapon or deadly object as defined in Subsection 6 below, in any school setting shall be subject to automatic expulsion for not less than one (1) calendar school year, placement in the alternative school, or other appropriate condition as determined by the Superintendent.
2. Such student shall be immediately suspended by the building principal for ten (10) days and in the case of any recommendation for expulsion, such student shall be afforded all constitutional rights of due process in accordance with Long-term Suspension/Expulsion policy (JDD), which shall include the student's right to a hearing before the Board of Trustees, unless waived by the student and his parent or legal guardian.
3. In all cases, the Superintendent or his/her designee may modify the recommendation for expulsion on a case-by-case basis, to include being placed in an alternative program at a location on a campus other than the campus where the violence occurred, or other appropriate action in accordance with the intent of the Board as stated in this policy, at the discretion of the Superintendent or his/her designee.
4. Any student who brings a weapon to school shall be referred to the criminal justice or juvenile delinquency system pursuant to §97-37-17, Mississippi Code of 1972, as amended and annotated.
5. Additionally, a monthly report will be compiled by the superintendent or his/her designee on infractions of this policy (JCDAE) as well as the drug use/possession policy (JCDAC) for which students were suspended but were not recommended to the Board for expulsion and for which students were expelled, said report to include:
 - (a) the name of the school concerned,
 - (b) the number of students suspended and expelled under this policy (JCDAE) and the drug use/possession policy (JCDAC) and,
 - (c) the type of weapon, or the possession, use, or sale of a controlled substance.

This report shall be submitted by the Superintendent to the West Point Consolidated School District Board of Trustees at its regular monthly meeting.

6. For purposes of this policy as well as the West Point Consolidated School District's Code of Conduct, the term "weapon" shall be defined as, but not limited to:
 - (a) gun, rifle, other firearm;
 - (b) dynamite cartridge, bomb, grenade, mine or other explosive;
 - (c) BB gun, air rifle, air pistol;
 - (d) Bowie knife, dirk, dagger, switchblade, pocketknife or other knife;
 - (e) slingshot;

- (f) leaded cane, blackjack;
- (g) metallic or other artificial knuckles;
- (h) razors, razor blades;
- (i) 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);
- (j) any instrument having the effect or appearance of a weapon (including utensils, imitation firearms or knives, etc.);
- (k) or any other instrument considered to be dangerous and capable of causing bodily harm as defined in §97-37-17, Mississippi Code of 1972, as amended and annotated.

The West Point Consolidated School District Board of Education recognizes that the possession of pistols, firearms or other weapons on school premises or at school functions by persons other than duly authorized law enforcement officials creates an unreasonable and unwarranted risk of injury or death to district employees, students, visitors and guests and further creates an unreasonable and unwarranted risk of damage to properties of district employees, students, visitors and guests. Because of such dangers, the Board hereby prohibits the possession of pistols, firearms or weapons in any form by any person other than duly authorized law enforcement officials on school premises or at school functions, regardless of whether any such person possesses a valid permit to carry such pistols, firearms or weapons.

A. 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:

Law enforcement officers and other government officials may carry weapons onto school grounds as permitted by law.

B. 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.

JCDAE - Weapons

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.

C. REPORTING VIOLATIONS

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

D. 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

District: West Point Consolidated School District

Section: J – Students

Policy Code: JCDB - Dress Code for Students

STUDENT DRESS

Students will adhere to a dress code as outlined in the student handbook. Students in Pre-Kindergarten through seventh grades (Pre-K through 7th) will wear school uniforms as outlined in the student handbook.

Consequences for dress code violation shall be outlined in the student handbook. The principal or other duly authorized school official shall have the authority to apply discretion in the enforcement/interpretation of district guidelines for the dress code.

A student shall not dress, groom, wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school.

The principal or other duly authorized school official may allow some modifications to the dress code on designated days.

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:

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, 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)

District: West Point Consolidated School District

Section: J – Students

Policy Code: JE - Cell Phone/Electronic Devices

USE OF ELECTRONIC COMMUNICATION DEVICES

To minimize interruptions to the educational setting, students are prohibited from using or possessing an electronic paging, two-way communication device or cell phone during the regular school day while on school premises owned, rented by or under control of the West Point Consolidated School District. In addition, electronic paging, two-way communications devices, cell phones or other picture taking devices are prohibited from use at all times in any locker room or restroom.

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

Confiscation and the electronic communication device will be held by the school administration for ten (10) school days. Parent or legal guardian has the option to pay a fee of \$25.00 to retrieve the phone any time before the end of the ten days. Parent or legal guardian must come to pick up electronic communication device (it will not be released to older siblings, uncles, aunts, etc., unless they are the legal guardian).

District: West Point Consolidated School District

Section: J – Students

Policy Code: JGCC - Communicable Diseases

COMMUNICABLE DISEASES

The West Point Consolidated School Board has the power, authority and duty to exclude from the schools students with what appears to be infectious or contagious diseases; provided, however, such student may be allowed to return to school upon presenting a certificate from a public health officer, duly licensed physician or nurse practitioner that the student is free from such disease. ' 37-7-301 (h)

HEAD LICE

For any student who has had head lice on three (3) consecutive occasions during one (1) school year, the principal shall notify the county health department of the recurring problem of head lice with that student. The student shall not be allowed to attend school until proof of treatment is obtained. ' 41-79-21 (1999)

Throughout the year, any student suspected of having head lice (usually because he/she is scratching his/her head a lot) will have his/her head examined by school personnel or school nurse, and if evidence of infestation is seen, the child will be handled as noted below:

1. A "No-Nit" policy will be implemented to prevent a lice epidemic in the schools.
2. Parents will be notified immediately that the child has head lice.
3. A note will be sent home with instructions on how to successfully manage a head lice infestation.
4. To be readmitted to school, the school needs a note from the parent stating the name of the product used with the label and the date of use. Readmission must be approved through the office before the child reenters the classroom.
5. Student will be reexamined prior to entering the classroom by school personnel and will be sent home if further evidence of nits or live lice are present.
6. Parents will be required to furnish a second note with proof of treatment 7 - 10 days after the initial treatment.
7. A record of all infestations will be maintained by the student's teacher and school nurse. When documentation has been completed, the building principal will be notified and will, when appropriate, refer the student to the local health department.

MENINGOCOCCAL DISEASE

Local school boards shall ensure that all public schools and agricultural high schools provide parents and guardians with information about meningococcal disease and the effectiveness of vaccination against meningococcal disease. Such information may be provided through the school district Web site, student handbook or other appropriate means of dissemination of information. Such information shall be updated annually if new information on such disease is available. This information shall include the causes, symptoms and means by which meningococcal disease is spread and the places where parents and guardians may obtain additional information and vaccinations for their children. Nothing in this section shall be construed to require a local school board or school to provide or purchase vaccine against meningococcal disease.

The State Board of Health shall develop and make available educational materials appropriate for distribution so that the information required by this section can be provided to parents and guardians. The Department of Health may provide this information, at its discretion, electronically, on its Web site. Nothing in this section shall be construed to require the Department of Health to provide or purchase vaccine against meningococcal disease.

EDUCATING STUDENTS WITH CHRONIC INFECTIOUS DISEASES POLICY

The following shall be the policy of this school district for educating students known to have a chronic infectious disease (persistent illness in the carrier state as compared to an acute short-term self-limiting illness) such as, but

not limited to hepatitis B, herpes simplex, AIDS/ARC or cytomegalovirus.

1. A student with a chronic infectious disease shall be removed from the classroom temporarily and until the district's medical advisor in consultation with the student's physician determines whether the student's presence in the school poses a risk of transmission of such chronic infectious disease to others.
2. Should it be determined by the school's medical advisor that attendance poses no threat, the student shall be allowed to resume attendance at school subject to whatever restrictions or limitations, if any, that the school's medical advisor shall recommend. The student's school attendance shall be reviewed by the school's medical advisor in consultation with the student's physician at least once every month to determine if continued school attendance poses any risk of transmission of such chronic infectious disease to others.
3. Should it be determined by the school's medical adviser that attendance at school poses a risk of transmission of such chronic infectious disease to others, an appropriate alternative education program shall be established for that student which shall continue until the district's medical adviser determines that the risk of transmission to others has abated and normal school attendance can resume.
4. The decision of the district's medical adviser shall be final.

IMPORTANT NOTICE

All staff shall use the following routine and standard procedure to clean up after a student has an accident or injury at school.

1. Blood or body fluids emanating from ANY student including ones known to have a chronic infectious disease, shall be treated cautiously.
2. Rubber gloves shall be worn when cleaning up blood spills. These spills shall be disinfected with a solution of bleach and water (1 part bleach to 7 parts water) and persons coming in contact with them shall wash their hands immediately.
3. Blood soaked items shall be placed in leakproof bags for washing or further disposition.
4. The same procedures shall be used for dealing with the vomit and bodily waste of ANY student.
5. Hand washing immediately after contact with a student is routinely recommended if physical contact has been made with the student's blood or bodily fluids, including saliva.

The school district shall provide gloves and other appropriate materials for use by the staff for compliance with this policy.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy JGC Student Health Services

District: West Point Consolidated School District

Section: J – Students

Policy Code: JGCD - Student Health Services -- Medicines

STUDENT HEALTH SERVICES -- MEDICINES

School personnel may not exceed the practice of first aid in dealing with pupil injuries and sickness, and only qualified personnel shall administer first aid to pupils.

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

If a child must have medication of any type given during school hours, the parents or guardian have the following choices.

1. They may come to school and give the medication to the child at the appropriate time(s).
2. They may obtain a copy of the medication authorization form from the school office. Take the form to the child's doctor and have him or her complete the form by listing the medication(s) needed, the dosage, and times the medications are to be administered. This form must be completed by the physician for both prescription and over-the-counter drugs. The form must be signed by the doctor.
3. They may discuss an alternative schedule for administering medication with their doctor (e.g., outside of school hours).

It is the responsibility of the parent to notify the school office with an updated authorization form signed by the doctor every time there is a change in dispensing of the medicine.

All medication authorization forms will be kept in a medication notebook in the school office. They will be alphabetized under the student's last name.

A Medication Administration Record will also be filed in this book. This form will be used to document each medication given. Any school personnel who is designated to give medication will initial and sign this form as they dispense the first dose. Then they will initial each dose thereafter. The staff will use the codes available to document why a child has not had his/her medication that day.

All medications will be dispensed only the way the doctor ordered, with no exceptions. If an authorization form is received for an "as-needed" medication, a clear description of the circumstances under which the medication is to be administered must be included. The form must also indicate how often medication may be given.

All medications being dispensed to a student will be dispensed as discreetly as possible to protect the rights and privacy of each student.

If a student stops taking a medication at school, the student's parent will be notified and will be asked to come pick up the medication from the school office. If the parent requests that the medication be sent home with the student, the decision will be at the discretion of the school building administrator or designated personnel. If approved, the student will come to the office just before going home for the day and pick up the medicine. At this time the student will sign a note confirming that he is removing the medication for the school office.

Permission shall be granted for possession and self-administration of asthma medications or auto-injectable epinephrine, or both, provided the student's parent has given written authorization for self-administration to the school. A written statement from the student's health care practitioner, indicating that the student has a health condition and has received instructions in self-administration of required medications, must accompany the parental consent and shall be kept on file in the school office. The statement shall also contain the following information:

1. The name and purpose of the medication;
2. The prescribed dosage;
3. The time or times the medication is to be regularly administered and under what additional special circumstances the medications are to be administered; and
4. The length of time for which the medication is prescribed.

The parent or guardian of the student is to be informed that the school district and its employees and agents will not be held liable for any injury sustained by the student that has self-administered asthma or anaphylaxis medications. The signed permission (action plan) for self-administration of asthma or anaphylaxis medication shall be effective for the school year in which it is granted and must be renewed each school year following the fulfillment of the same above requirements.

District: West Point Consolidated School District

Section: J – Students

Policy Code: JGCDA - Self Administration of Asthma and Anaphylaxis Medications

Every child who has been diagnosed with asthma must have an asthma action plan on file in the school office.

The school board of the West Point Consolidated School District permits the self-administration of asthma and anaphylaxis medication pursuant to the requirements of this policy. A student with asthma and/or anaphylaxis is entitled to possess and self-administer prescription asthma and/or anaphylaxis medication while on school property, on school-provided transportation, or at a school-related event or activity if:

1. The prescription asthma and/or anaphylaxis medication has been prescribed for that student as indicated by the prescription label on the medication;
2. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
3. A parent of the student provides to the school:
 - a. Written authorization, signed by the parent, for the student to self-administer prescription asthma and/or anaphylaxis medication while on school property or at a school-related event or activity;
 - b. A written statement, signed by the parent, in which the parent releases the school district and its employees and agents from liability for an injury arising from the student's self-administration of prescription asthma and/or anaphylaxis medication while on school property or at a school-related event or activity unless in cases of wanton or willful misconduct;
 - c. A written statement from the student's physician or other licensed health care provider, signed by the physician or provider, that states:
 - i. That the student has asthma and/or anaphylaxis and is capable of self-administering the prescription asthma and/or anaphylaxis medication;
 - ii. The name and purpose of the medication;
 - iii. The prescribed dosage for the medication;
 - iv. The times at which or circumstances under which the medication may be administered; and
 - v. The period for which the medication is prescribed.
 - vi. The physician's statement must be kept on file in the office of the school nurse of the school the student attends or, if there is not a school nurse, in the office of the principal of the school the student attends.

4. If a student uses his/her medication in a manner other than prescribed, he/she may be subject to disciplinary action under the school codes. The disciplinary action shall not limit or restrict the student's immediate access to the medication.

JGCDA - Self Administration of Asthma and Anaphylaxis Medications

5. The school board authorizes the school nurse or trained school employee to administer auto-injectable epinephrine to a student who the school nurse or trained school employee, in good faith, believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine.

Definitions:

1. "Parent" means parent or legal guardian.
2. "Auto-injectable epinephrine" means a medical device for the immediate administration of epinephrine to a person at risk for anaphylaxis.
3. "Asthma and anaphylaxis medication" means inhaled bronchodilator and auto-injectable epinephrine.
4. "Self-administration of prescription asthma and/or anaphylaxis medication" means a student's discretionary use of prescription asthma and/or anaphylaxis medication.

District: West Point Consolidated School District

Section: J – Students

Policy Code: JGH - Competitive Food Choices

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.

**WEST POINT CONSOLIDATED SCHOOL DISTRICT
PROCEDURES FOR PROGRAM OF FIRST AID
(Policy JGFG - Accidents/First Aid)**

In accordance with Policy JGFG - Accidents/First Aid, the following procedures are to be part of each school safety plan/crisis manual.

1. Provide immediate help to the injured student/employee and whenever possible, obtain assistance from the school nurse.
2. Notify the parent/guardian.
3. Notify the school administrator or designee.
4. Complete and submit an injury report to the school authority within 24 hours following the accident.

Things to Leave at Home

1. Negative Attitudes
2. Excessive amounts of jewelry or clothing accessories that are distractions to the learning environment
3. Knives or any weapons as described in School Board Policy JCDAE. Violation may result in expulsion.
4. Tobacco products. This includes e-cigs.
5. Computerized games, cellphones, and other electronics
6. Pets or any live animal
7. Large amounts of money or other items of value (expensive jewelry)

West Point Career & Technology Center

STUDENT MEDIA RELEASE

By signing below, I hereby give permission to the West Point Consolidated School District to use for publication or otherwise, any photographs, films, and/or videos in which my child is featured during this school year.

Student Name

Date

Parent/Guardian Signature

West Point Career & Technology Center

Handbook Form

The rules and policies for the West Point Career & Technology Center are outlined in this Student Handbook. In developing the rules and policies for the West Point Career & Technology Center, we have tried to be as explicit as possible, but are aware that during the academic year new and unusual circumstances may arise. The Director may use his discretion in making decisions regarding unforeseen situations. The Director may also amend the student handbook to remain in compliance with the Mississippi Department of Education and the West Point Consolidated School Board of Education. Parents and students will be given notice prior to changes taking effect.

By signing below, parents and students indicate that they have read and that they understand the policies, rules, and regulations of the West Point Career & Technology Center, as explained in the Student Handbook, and agree to abide by those rules during the current school year.

Student Name (Print)

Student Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date