

**WEST POINT CONSOLIDATED  
SCHOOL DISTRICT**

*Faculty Handbook*  
**2024-2025**



**“All students will be successful!”**

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**BOARD OF TRUSTEES**

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

\*\*\*\*\*

**OFFICE OF THE SUPERINTENDENT**

**Central Office**

*P. O. Box 656 - 359 Commerce Street*

Dr. Jermaine Taylor  
Dr. Kendall Pickens  
Rosezella Reese  
Jade Cox  
Susan Cothren  
Caldon McMillian  
Rita Tilley  
Anna Ward  
Kurtida Young  
Superintendent  
Assistant Superintendent of Operations  
Administrative Assistant to Superintendent  
Administrative Assistant  
Business Manager  
Accounts Payable Clerk  
Payroll Clerk  
Business Clerk  
Human Resources/Public Relations

**Central Office Annex**

*196 Tournament Street*

Reita Humphries  
Melinda Johnson  
Kris Hollis  
Marilyn Searcy  
Assistant Superintendent - Instructional and Federal Programs  
Federal Programs Administrative Assistant  
Director of Testing and Curriculum  
Curriculum Administrative Assistant  
Instructional/Interventionist

**Information Technology Office**

*375 Commerce Street*

Paul Lockett  
Tammy Clark  
Kenny White  
Ty Malone  
Xavier Miller  
Katie Roach  
Technology Director - Network Administrator  
Technology Specialist  
Technology Specialist  
Computer Technician  
Computer Technician  
Instructional Coach

**Special Services Office**

*418 Fifth Street*

Catrina Mosley  
Bernice Johnson  
Amy Taylor  
Gwen Coleman  
Sandra Davenport  
Christian Ferrell  
Director of Special Services  
Assistant Director of Special Services  
Administrative Assistant  
Psychologist/Instructional Facilitator  
Positive Behavior Specialist  
Psychomotrist

The West Point Consolidated School District does not discriminate on the basis of age, sex, race, religion, handicap, or national origin.

## VISION

*All students will be successful.*

## MISSION STATEMENT

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

**WEST POINT CONSOLIDATED SCHOOL DISTRICT**  
**2024-2025 SCHOOL CALENDAR**  
*School Board Approved 3/18/2024*

**I. PROFESSIONAL DEVELOPMENT**

New Teacher Orientation ..... Friday, July 19, 2024  
 Professional Development - *1st day for teachers/assistants* ..... Monday, July 22, 2024  
 Professional Development ..... Tuesday, July 23, 2024  
 Professional Development ..... Wednesday, July 24, 2024  
 Professional Development ..... Thursday, July 25, 2024  
 Parent Conferences Day - Fall Semester - student holiday ..... Tuesday, September 3, 2024  
 Professional Development - student holiday ..... Monday, January 6, 2025  
 Professional Development - *last day for teachers/assistants* ..... Friday, May 30, 2025

**II. FIRST DAY FOR STUDENTS ..... FRIDAY, JULY 26, 2024**

**GRADUATION (Date To Be Determined) ..... May, 2025**

**III. SCHOOL MONTHS**

MONTH	BEGINS	ENDS	NUMBER OF DAYS
First Month	July 26, 2024	September 30, 2024	45
Second Month	October 1, 2024	October 31, 2024	15
Third Month	November 1, 2024	November 22, 2024	16
Fourth Month	December 2, 2024	December 20, 2024	15
Fifth Month	January 7, 2025	January 31, 2025	18
Sixth Month	February 3, 2025	February 28, 2025	20
Seventh Month	March 3, 2025	March 31, 2025	11
Eighth Month	April 1, 2025	April 30, 2025	20
Ninth Month	May 1, 2025	May 29, 2025	20
Total Number of Days			180

**IV. HOLIDAYS**

Holiday	Day Dismissed	Day(s) Missed	Date of Return
<i>Independence Day</i>	July 2, 2024	July 3 - 5, 2024	July 8, 2024
<i>Labor Day / Fall Parent Conf. Day Student holiday</i>	August 30, 2024	September 2 -3*, 2024	September 4, 2024
<i>Fall Inter-session / Fall Break</i>	October 1, 2024	October 2 - 4 / October 7-11, 2024	October 14, 2024
<i>Thanksgiving</i>	November 22, 2024	November 25 - 29, 2024	December 2, 2024
<i>Christmas/New Year's</i>	December 20, 2024	December 23, 2024- January 6*, 2025	January 7, 2025
<i>Martin Luther King Day</i>	January 17, 2025	January 20, 2025	January 21, 2025
<i>Spring Holidays / Spring Inter-session)</i>	March 7, 2024	March 10- 14, 2025 / March 17 -21, 2025	March 24, 2025
<i>Easter Break</i>	April 17, 2025	April 18 - April 21, 2025	April 22, 2025
<i>Memorial Day</i>	May 23, 2025	May 26, 2025	May 27, 2025

\* This is a holiday for students only.

V. PAY DAY ..... LAST WORKING DAY OF EACH MONTH

LAST DAY FOR STUDENTS MAY 29, 2025 TOTAL STUDENT DAYS 180  
 LAST DAY FOR TEACHERS & ASSISTANTS MAY 30, 2025 TOTAL STAFF DAYS 187

VI. NINE-WEEK PERIODS

Nine-Week Periods	Begins	Ends	#Teaching Days
First Period	July 26, 2024	October 1, 2024	46
Second Period	October 14, 2024	December 20, 2024	45
Third Period	January 7, 2025	March 7, 2025	43
Fourth Period	March 24, 2025	May 29, 2025	46

VII. BEGINNING AND ENDING EMPLOYMENT DATES

Number of Work Days	Begins	Ends
180**	July 26, 2024	May 29, 2025
187**	July 22, 2024	May 30, 2025
200 (Counselors)+	July 10, 2024	June 3, 2025
200 (Nurses & JROTC)@	July 17, 2024	May 30, 2025
200 (CTC) Staff Only)#	July 15, 2024	May 30, 2025
207	July 10, 2024	June 3, 2025
230 &	July 1, 2024	June 30, 2025

\*\* Only 180 and 187 day employees receive the Fall and Spring Inter-session weeks as holiday

+ - 200 day counselors receive the Fall Intersession and March 17-18, 2025 of Spring Intersession as holidays. (March 19-21, 2025 are work days)

@ - 200 day nurses and JROTC instructors do not receive Fall and Spring Intersession weeks as holidays

# - CTC Staff will receive October 7-8, 2024 of Fall Intersession as holidays

& - 207 and 230 day employees do not receive Fall and Spring Intersession weeks as holidays



**WEST POINT CONSOLIDATED SCHOOL DISTRICT  
TEACHER SALARY SCHEDULE  
2024-2025**

**STATE SALARY SCHEDULE**

**DISTRICT SALARY SCHEDULE (187 days)**

Exp.	AAAA	AAA	AA	A	Dist. Supp.	AAAA	AAA	AA	A
00	45,500	44,000	43,000	41,500	900	46,400	44,900	43,900	42,400
01	46,100	44,550	43,525	41,900	950	47,050	45,500	44,475	42,850
02	46,700	45,100	44,050	42,300	1,000	47,700	46,100	45,050	43,300
03	47,300	45,650	44,575	42,700	1,050	48,350	46,700	45,625	43,750
04	47,900	46,200	45,100	43,100	1,100	49,000	47,300	46,200	44,200
05	49,250	47,500	46,350	44,300	1,150	50,400	48,650	47,500	45,450
06	49,850	48,050	46,875	44,700	1,200	51,050	49,250	48,075	45,900
07	50,450	48,600	47,400	45,100	1,250	51,700	49,850	48,650	46,350
08	51,050	49,150	47,925	45,500	1,300	52,350	50,450	49,225	46,800
09	51,650	49,700	48,450	45,900	1,350	53,000	51,050	49,800	47,250
10	53,000	51,000	49,700	47,100	1,400	54,400	52,400	51,100	48,500
11	53,600	51,550	50,225	47,500	1,450	55,050	53,000	51,675	48,950
12	54,200	52,100	50,750	47,900	1,500	55,700	53,600	52,250	49,400
13	54,800	52,650	51,275	48,300	1,550	56,350	54,200	52,825	49,850
14	55,400	53,200	51,800	48,700	1,600	57,000	54,800	53,400	50,300
15	56,750	54,500	53,050	49,900	1,650	58,400	56,150	54,700	51,550
16	57,350	55,050	53,575	50,300	1,700	59,050	56,750	55,275	52,000
17	57,950	55,600	54,100	50,700	1,750	59,700	57,350	55,850	52,450
18	58,550	56,150	54,625	51,100	1,800	60,350	57,950	56,425	52,900
19	59,150	56,700	55,150	51,500	1,850	61,000	58,550	57,000	53,350
20	60,500	58,000	56,400	52,700	1,900	62,400	59,900	58,300	54,600
21	61,100	58,550	56,925	53,100	1,950	63,050	60,500	58,875	55,050
22	61,700	59,100	57,450	53,500	2,000	63,700	61,100	59,450	55,500
23	62,300	59,650	57,975	53,900	2,050	64,350	61,700	60,025	55,950
24	62,900	60,200	58,500	54,300	2,100	65,000	62,300	60,600	56,400
25	65,400	62,700	61,000	56,800	2,150	67,550	64,850	63,150	58,950
26	66,000	63,250	61,525	57,200	2,200	68,200	65,450	63,725	59,400
27	66,600	63,800	62,050	57,600	2,250	68,850	66,050	64,300	59,850
28	67,200	64,350	62,575	58,000	2,300	69,500	66,650	64,875	60,300
29	67,800	64,900	63,100	58,400	2,350	70,150	67,250	65,450	60,750
30	68,400	65,450	63,625	58,800	2,400	70,800	67,850	66,025	61,200
31	69,000	66,000	64,150	59,200	2,450	71,450	68,450	66,600	61,650
32	69,600	66,550	64,675	59,600	2,500	72,100	69,050	67,175	62,100
33	70,200	67,100	65,200	60,000	2,550	72,750	69,650	67,750	62,550
34	70,800	67,650	65,725	60,400	2,600	73,400	70,250	68,325	63,000
35	71,400	68,200	66,250	60,800	2,650	74,050	70,850	68,900	63,450

**VOCATIONAL SALARY SCHEDULE**

10 Month Work Period---State salary schedule projected for 200 days plus appropriate district supplement

## GENERAL INFORMATION

### LENGTH OF SCHOOL DAY FOR PROFESSIONAL PERSONNEL

Building principals will report to their respective building at approximately 7:00 a.m. and remain until approximately 4:00 p.m. daily.

Building principals will be responsible for establishing schedules for teachers in their respective buildings to assure proper supervision at all times. Each teacher is held responsible for his/her post of duty and must make provisions for proper supervision during his/her absence. Please arrive to work on time.

Building faculty meetings and professional development programs will be scheduled by each building principal. Events should be scheduled in advance and proper notice given.

### DRESS CODE FOR DISTRICT EMPLOYEES

All faculty and employees of the West Point Consolidated School District serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all faculty and employees shall dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work, the duties of their jobs, and the impressionable students they serve. Clothing should be neat, clean, and in good repair for any school-related activity. Supervisors and school level administrators are authorized to interpret this policy and their interpretations shall be given deference.

All employees should exercise good judgment in their choice of professional appearance for work and work-related activities by always appearing in a way that is appropriate to the situation, and that will invoke:

- a positive impression from the community,
- provide appropriate role modeling for students,
- promote a working and learning environment that is free from unnecessary disruption, and be conducive to high student and staff performance

During the work day and any time employees attend work-related activities or functions, including activities or functions to which the district personnel or district students are invited or in which district personnel participate, employees shall appear in a professionally appropriate manner.

### ACCESS TO EMPLOYEE PAYROLL INFORMATION (MONTHLY PAYROLL, PAYROLL CHECKS AND W-2s)

Employees have the ability to access monthly payroll information, pay stubs and W-2s through the district payroll software. To access employee information, go to the district website, click on "Employee Portal", then under "Quick Links", click on "Integrity Employee Connect." To login, your **User ID** is the first 3 letters of your last name in UPPER case and the last four digits of your social security number. Your **Password** will be the first and last initial in LOWER case and last four digits of your social security number plus the @ sign plus your full year of birth (4 digits). *Example: John Smith xxx-xx-1234, birthday 01-01-2005. User ID is SMI1234; Password is js1234@2005*

***Employees can only access this information within the district network for security reasons.***



# East Side Elementary

1039 E. Broad Street  
West Point, Mississippi 39773  
(662) 494-4691

*Jacqueline Gray* Principal

## EMPLOYEE

Tasha Bush  
Newassa Howard  
Korsica Lucas  
Rebecca Vaughan

## ASSIGNMENT

Teacher, Pre-Kindergarten  
Teacher, Pre-Kindergarten, SPED  
Teacher, Pre-Kindergarten  
Teacher, Pre-Kindergarten



Brenda Britt  
Laketha Cunningham  
Lavelda Lane  
Mary Pankey  
Jenevieve Wolanek

Teacher Assistant, Pre-Kindergarten  
Teacher Assistant, Pre-Kindergarten  
Teacher Assistant, Pre-Kindergarten, SPED  
Teacher Assistant, Pre-Kindergarten  
Teacher Assistant, Pre-Kindergarten, SPED

Keisha Bodies  
Jessica Duncan  
Danyelle Gibbs  
Kara Lee  
Johniece Moore  
Mary Grace Reeves  
Syrena Shelton  
Kyetta Skinner-Richardson  
Nicchi Stovall



Teacher, Kindergarten  
Teacher, Kindergarten  
Teacher, Kindergarten  
Teacher, Kindergarten  
Teacher, Kindergarten  
Teacher, Kindergarten  
Teacher, Kindergarten, Interventionist  
Teacher, Kindergarten, SPED

Brenda Doss  
Lynn Ivy  
Curtisha Lenior  
Pearlie Smith  
Latarsha Taylor  
Tiffany Thomas  
Bernice Thomas - Johnson  
Jacqueline Vance  
Elizabeth Ward  
Caroline Warrington



Teacher Assistant, Kindergarten  
Teacher Assistant, Kindergarten  
Teacher Assistant, Kindergarten, SPED  
Teacher Assistant, Kindergarten  
Teacher Assistant, Kindergarten, SPED  
Teacher Assistant, Kindergarten  
Teacher Assistant, Kindergarten  
Teacher Assistant, Kindergarten  
Teacher Assistant, Kindergarten

Madison Ford  
Audrianna Randle  
Melissa McKinney  
Casey Welch

Speech, Pre-Kindergarten  
Speech, Kindergarten  
Librarian/Art  
Physical Education

Waynette Baker  
Contessa Ewing  
**Ashley Bowens**

Administrative Assistant  
Counselor/Computer Lab  
**Nurse**

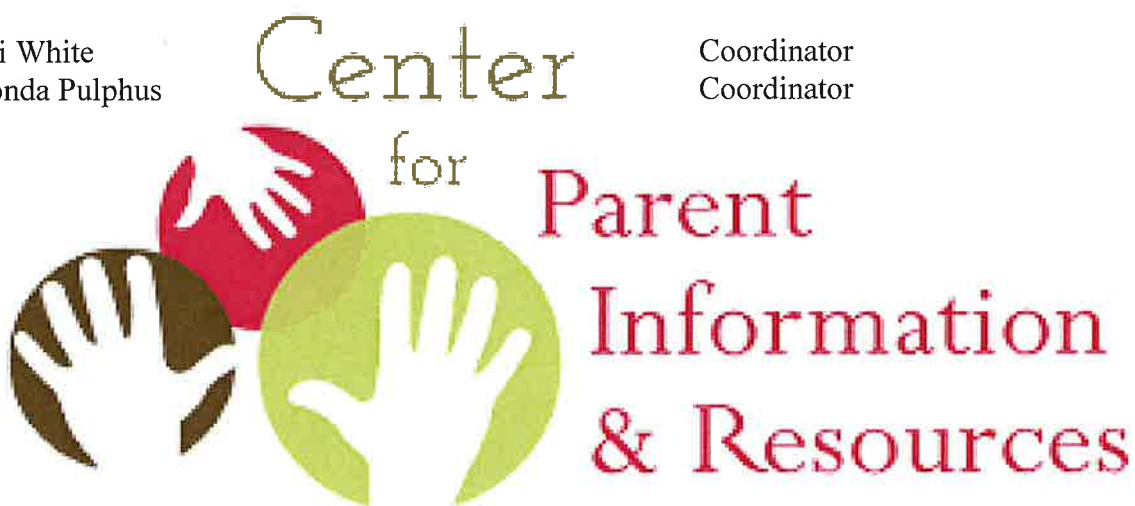
**PARENT CENTER**  
325 Calhoun Street  
West Point, Mississippi 39773  
(662) 494 -0964

EMPLOYEE

Sherri White  
Sharonda Pulphus

ASSIGNMENT

Coordinator  
Coordinator



**CHURCH HILL ELEMENTARY**  
**2050 W. Church Hill Road**  
**West Point, Mississippi 39773**  
**(662) 494-5900**

*Jon Oswalt*    **Principal**

EMPLOYEE

ASSIGNMENT

Grace Adams	First Grade
Casey Berry	First Grade
Monica Johnson	First Grade
Brooke Ketchum	First Grade
Charlotte Leech	First Grade
Haley McGarity	First Grade
Alexis McMullen	First Grade
Courtney Prather	First Grade
Sara Rimmer	First Grade

Amy Baswell	Second Grade
Stephanie Craven	Second Grade
Breann Duke	Second Grade
Katherine Mitchell	Second Grade
Britany Price	Second Grade
Tawana Robertson	Second Grade
Sharon Salmon	Second Grade
Lauren Sennett	Second Grade

Leah Alonso	Dyslexia Therapist
Ruth Baker	Speech
Mitch Bohon	Physical Education
Anna Coker	Quest
Robin Colvin	Special Education
Sadie Higginbotham	Special Education
Leann Jenkins	Interventionist
Tara Lowrey	Music
Anna Katherine Middleton	Speech
Regina Pearson	Librarian
Alison Reed	Special Education
Courtney Stephens	Special Education
Hannah Weston	Special Education



*Tasha Stanfield*    **Assistant Principal**

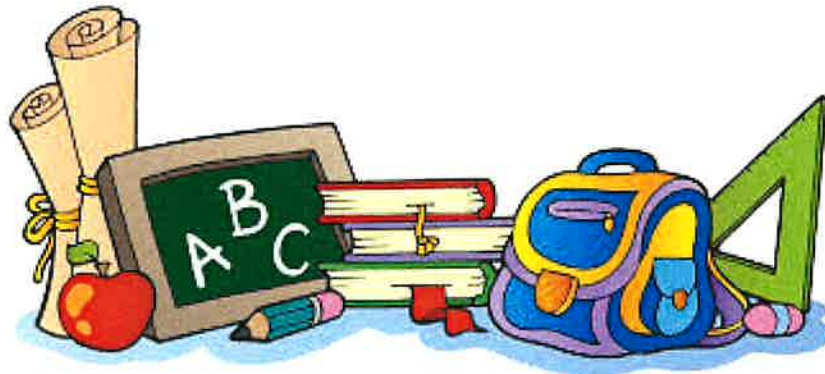
*Church Hill Elementary continued...*

Syndy Andrews	Teacher Assistant, SPED
Britney Boyd	Teacher Assistant, Dyslexia
Genniece Brown	Teacher Assistant
Andrea Cohen	Teacher Assistant
Shirley Ewing	Teacher Assistant
Niyoka Ewings	Teacher Assistant
Rosundra Flagg	Teacher Assistant
Janet Gordon	Teacher Assistant
Tammy Hamby	Teacher Assistant, SPED
Debbie Kelly	Teacher Assistant, SPED
Harrison Powell	Teacher Assistant
Ashley Rice	Teacher Assistant
Mary Shaw	Teacher Assistant
Kristi Smith	Teacher Assistant
Valerie Smith	Teacher Assistant, ISS
Jaiyatta Walker	Teacher Assistant
Angie Wooten	Teacher Assistant

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Inell Bradshaw	Administrative Assistant
Anna Ramsey	Counselor
Shalandor Johnson	School Nurse

Resheada Doss	Resource Officer
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**SOUTH SIDE ELEMENTARY**  
**237 Louis Odneal Road - West Point, MS 39773**  
**(662) 495-6216**

**EMPLOYEE**

Missy Arnett  
 Aubree Greggs  
 Sidney Bosman  
 Joyce Manigo  
 Laura McBrayer  
 Tina Price  
 Jerrion Shelton  
 Shemeka Wofford

Zaqueria Collins  
 Penny Elliott  
 Emma Hicks  
 Susan Horton  
 Lindsey Marsac  
 Julia McDill  
 Dawn Thomas



**Tasha Stanfield**

**Assistant Principal**

Alma Morton  
 Stacy Ricks

Administrative Assistant  
 Counselor

**ASSIGNMENT**

Third Grade  
 Third Grade  
 Third Grade  
 Third Grade  
 Third Grade  
 Third Grade  
 Third Grade  
 Third Grade

Fourth Grade  
 Fourth Grade  
 Fourth Grade  
 Fourth Grade  
 Fourth Grade  
 Fourth Grade  
 Fourth Grade

Betty Banks  
 Devan Boatner  
 Eula Cooperwood  
 Helen Facella  
 Jessica Glusenkamp  
 Jake Hill  
 Mary Hobart  
 Leann Jenkins  
 Angie Keel  
 Taylor Knowles  
 Garnett McDaniel  
 Kathleen O'Briant  
 Caroline Pochop  
 Danyell Randle  
 Ashley Wooten

Sawana Bean  
 Shaffel Freeman  
 Wendi Oswald  
 Emma Hicks  
 Dominique Ridgeway  
 Courtney Ward  
 Cindy Watson

*Lucy McKellar*

**Principal**



Inclusion  
 Computer Lab  
 Self-Contained 3<sup>rd</sup> & 4<sup>th</sup> Grade  
 Dyslexia Interventionist  
 Librarian  
 Physical Education  
 Inclusion 3<sup>rd</sup> & 4<sup>th</sup> Grade  
 Interventionist  
 Inclusion  
 Speech  
 Quest  
 Resource 3<sup>rd</sup> & 4<sup>th</sup> Grade  
 Music  
 Inclusion  
 Quest

Tutor/Intervention  
 Teacher Assistant/Self-Contained  
 Tutor/Intervention  
 Teacher Assistant  
 Teacher Assistant/Resource  
 Teacher Assistant/Discovery Lab  
 Teacher Assistant

**Shalandor Johnson**  
 Resheada Doss

**Nurse**  
 Resource Officer

# WEST CLAY ELEMENTARY

450 Joe Stevens Road  
Cedar Bluff, MS 39741  
(662) 494-2350

*Trenice Brownlee*

Principal

Arma Johnson	Pre-Kindergarten
Roteryia Ford	Kindergarten
Iris Dismuke	First Grade
Virginia Huffman	Second Grade
Lacie Pumphrey	3rd/4th Grades, Math/Science
Mary Helen Hays	3rd/4th Grades, ELA/Social Studies
Michael Veazey	4 <sup>th</sup> /5 <sup>th</sup> /6th Grades, ELA, Social Studies/Science
Angela Williams	5 <sup>th</sup> Grade ELA/ Librarian / Computer Science
Tracy Arnold	5th/6th Grades, Math/Social Studies/Science
Hannah Snow	Special Education Teacher
Louise Bigham	Teacher Assistant, Pre-K
Lessie Davidson	Teacher Assistant, Kindergarten
Jamyiah McKinney	Teacher Assistant, 1 <sup>st</sup> Grade
Melinda Crowley	Teacher Assistant, Special Education
Porshe Washington	Teacher Assistant, Special Education
Lorie Parker	Teacher Assistant, Art
Cody Allen	Physical Education Teacher
Kathryn Cooper	Gifted
Arma Johnson	Interventionist
Anna Middleton	Speech
Travis Metcalf	Band Director
Sandra Deanes	Administrative Assistant
Katrina Carlisle	Counselor
<b>Shalandor Johnson</b>	<b>Nurse</b>
Johneisha Bland	Resource Officer





# FIFTH STREET SCHOOL

418 Fifth Street  
West Point, Mississippi 39773  
(662) 494-2191

## EMPLOYEE

## ASSIGNMENT

### Fifth Grade

Cody Blackwell  
Rashad Hosey  
Brianna King  
Sasha Prisock  
Angie Riddle  
Jamie Walker  
Danielle Williams  
Kim Wilson

Math  
SPED Inclusion  
ELA  
ELA  
Science  
Math  
SPED Inclusion  
Science

### Sixth Grade

Kim Booth  
Christina Boston  
Kayla Brown  
Peyton Crowley  
Carol Doss  
Latrenda Fenton  
Shann Gann  
Tomica Hayes  
Boone Lairy  
Dana White

Social Studies/Writing  
ELA  
Math  
Math  
ELA  
Science/Writing  
Science  
Writing/Social Studies  
SPED Inclusion  
Inclusion

### Seventh Grade

Andrea Adams  
Annetta Bouldes  
Andrew Dodd  
Sarah Ewing  
Catrina Glaspie  
Beverlee Jackson  
Sarah Jones  
Virginia Jones  
Malikah Moore  
Shylicambree Sanders  
Erica Stokes  
Jon Zarandona

Inclusion  
Math  
ELA  
Inclusion  
Social Studies  
Cyber Foundations  
Science  
Science  
Social Studies  
Math  
ELA  
Cyber Foundations

### Exploratory

Esmereldo Arellano  
Camille Bobo  
Steve Cannon  
Kathryn Cooper  
Courtney Wilson

Spanish/STEM Lab  
Gifted  
Physical Education  
Gifted  
Physical Education

*Talisha Randle* Principal



*Tiara Brown*  
Assistant Principal



*Roulette Hosey*  
Assistant Principal

*Fifth Street continued...*

*Student Support*

Lashawn Bush  
Annie Barnes  
Sharon Circus  
Annette Ellis  
Tiffany Ferguson  
Callie Goodson  
Jefferey Jones  
Sylvia Pernel  
China Quinn  
Orlando Randle  
Alexis Russell  
Christina White  
Dora Williams

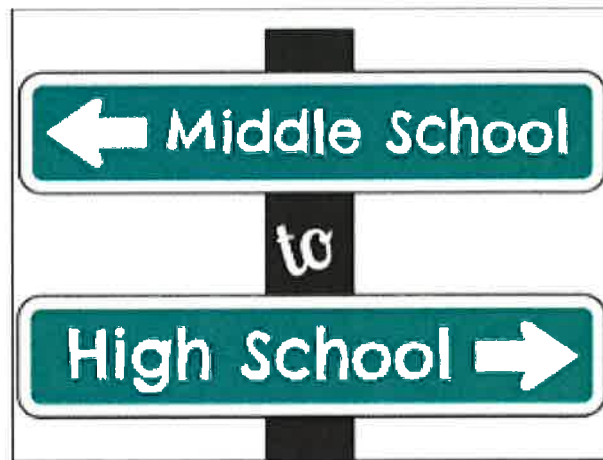
Librarian  
Teacher Assistant/SPED  
Teacher Assistant/SPED  
Special Education  
Band  
Special Education  
Intervention  
ISS/Teacher Assistant  
Second Chance/ISS  
Health  
Speech Pathologist  
Lead Teacher  
Library Assistant

Telkia Culberson  
Karen Gore  
**Ashley Bowens**  
Danielle Spencer

Administrative Assistant  
Administrative Assistant  
**Nurse**  
Counselor

Albert Lee

Resource Officer



# WEST POINT HIGH SCHOOL

North Campus (Grades 8 - 9)

204 S. Eshman Avenue / West Point, Mississippi 39773  
494-6665

*Dr. Shameeka Deanes*

Associate Principal, North Campus

*Meon Carroll*

Assistant Principal, North Campus

## EMPLOYEE

Kadajah Babbitt  
Joy Carino  
Joanna Easley  
Tiffany Ferguson  
Kelly Gaskin  
Sara Knighton  
Taylor Lairy  
Noah Lawson  
Travis Metcalf  
Brandi Morgan  
Lamerica Richardson  
Jonathan Reeves  
Shanequa Robbins  
Joni Rogers  
Adam Tunnell  
James Walker  
Monica Webb  
Samatha Wilbon  
Michelle Zimmerman

### *Eighth Grade*

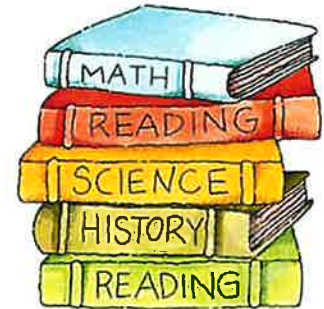
Lenden Bartlett  
Pamela Billups  
Sydney Coggins  
Keena Conway  
Miranda Corbell  
Mark Davis  
Christopher Durham  
Ashley Fremin  
Jerry Fremin  
Shatavia Harris  
Oliver Johnson  
Joshua Kuhstoss  
Mollie McCallen  
Sholanda Nance  
Kyle Stringer  
Samantha Weathers

### *Ninth Grade*

## ASSIGNMENT

ICT2  
Math  
Special Education  
Asst. Band Director  
Special Education  
English  
English  
Social Studies  
Band, 8-12  
PE/Health  
Special Education  
Drama, 8-12  
Learning Strategies  
ICT 2, 8-9  
Science  
Social Studies  
Librarian, 8-9  
Special Education  
Science

History  
Special Education  
English  
Special Education  
Algebra/Geometry  
Special Education  
Chorus  
ICT  
PE/Health  
Biology  
History  
Foundations of Biology  
Math  
English  
Biology  
Resource



*West Point High School - North Campus (continued)*

*Teacher Assistants*

Natasha Jackson  
Canary Lane  
Toni Randle  
Vivian Tallie  
Anthonia Webber

Special Education  
Special Education  
Special Education  
Special Education  
ISS

Kathy Coggins  
Leterice Townsend  
**Jacqueline Crump**

Administrative Assistant  
Counselor  
**Nurse**

Uneco Harris

Resource Officer



# WEST POINT HIGH SCHOOL

South Campus (Grades 10 - 12)

90 S. Eshman Avenue

494-5083

**Dr. Temeka Shannon** Principal, South Campus

**Jacob Gentry**

Assistant Principal, South Campus

**Natasha Richey**

Assistant Principal, South Campus

Pamela Anderson  
Luke Atkins  
Crystal Barr  
Sarah Barnes  
Anfernee Brand  
Marquis Burnett  
Ronondo Bowen  
Roger Burton  
Latesha Bush  
Demontez Calvert  
Gabrielle Cannon  
Sarah Chandler  
Skylar Conway  
Charles Emplaincourt  
Tranaine Hardin  
Towanda Farrington  
Arlander Gathing  
Amanda Gentry  
Courtney Hatcher  
Charles Herron  
Robert Hill  
Mevalone Johnson  
Hosea Lairy  
Leslie Murphy  
Perry Price  
Tolanda Ramsey  
Carolyn Richardson  
Youlanda Sherman  
April Shoffner  
Andrew Summers  
Carson Teixeira  
Kahla Thomas  
David Warren  
Gabe Wilcox  
Sandra White  
Justin Wooten

English  
Social Studies/Government  
Special Education  
Art  
Special Education  
Math  
Special Education  
Physical Education  
Technology/Social Studies  
Social Studies  
Geometry  
English  
English  
Science  
English  
JROTC  
Math  
ACT Prep/ WorkKeys  
Zoology  
College Career Readiness  
Academic Coach  
Special Education  
ISS  
Math  
History  
English  
Special Education  
History  
Special Education  
Math  
Spanish  
English  
Environment Science  
History  
Family Consumer Science  
History

*West Point High School - South Campus (continued)*

Cynthia Thomas  
Santana Quinn  
Geraldine Gunn

Administrative Assistant  
Administrative Assistant  
Administrative Assistant

Tosha Crawford  
Natalie Guyton

Counselor  
Counselor

**Jacqueline Crump**

**Nurse**

*Brad Cox*

Athletic Director

Jennifer Webb

Administrative Assistant, Athletic Department

Tara Sloan

Resource Officer





# WEST POINT CAREER & TECHNOLOGY CENTER

3413 East Churchill Road  
West Point, Mississippi 39773  
(662) 494-6176

Patrick Ray     Director

## EMPLOYEE

Mac Abernathy  
April Acker  
Kasi Black  
Shelia Fulgham  
Ahmard Neely  
Coree Nimmo  
Alan Leonard  
Larisa Ziegelmann

## ASSIGNMENT

Construction  
Early Childhood Education  
Engineering  
Student Services  
Culinary Arts  
Metal Fabrication  
Agriculture  
Health Sciences

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DeAndra Lockett  
Tracy Hammond

Administrative Assistant  
Counselor



# WEST POINT LEARNING CENTER

8355 Hwy 45A North  
West Point, Mississippi 39773  
Telephone: (662) 494-5967

*Richard Bryant*      Principal

## EMPLOYEE

Jordan Alonso  
LaTara Below  
Sharon Fulgham  
Jamie Lee  
Gay Reed  
Demetria Stewart  
Ashley Wooten

Monica Pippins  
Erin King

## ASSIGNMENT

Science  
Social Studies  
Elementary  
Special Education  
English  
Mathematics  
Elementary

Resource Officer

Administrative Assistant  
Counselor



# CHILD NUTRITION PROGRAM

1840 W. Church Hill Road  
West Point, Mississippi 39773  
(662) 495-2411

## **Susan Byars**

Donna Harris

**Director**  
Administrative Assistant



### East Side Elementary

<b>Angela Everson</b>	<b>Manager</b>
Elmetra Gandy	Worker
Renetta Robinson	Worker
Kay Randle	Worker

### Church Hill/South Side Elementary

<b>Gwenda Jordan</b>	<b>Manager</b>
<b>Melinda Buttrey</b>	<b>Assistant Manager</b>
<b>Early Tate</b>	<b>Assistant Manager</b>
Colleen Dyke	Worker
Julie Doss	Worker
Diana Harris	Worker
Shonisha Lyles	Worker
Shaminka Shoemaker	Worker
Tonia Stovall	Worker
Haley Waldrep	Worker
Janice Young	Worker

### West Clay Elementary

<b>Anna Owens</b>	<b>Manager</b>
Debrough Bell	Worker
Johnny Taylor	Worker

### Fifth Street Junior High

<b>Lakeshia McMillian</b>	<b>Manager</b>
Dana Armstrong	Worker
Ozara Edwards	Worker
Latonya Sherrod	Worker
Jeoucius Shoemaker	Worker
Teresa Walker	Worker

### West Point High School -North

<b>Lakeshia Stark</b>	<b>Manager</b>
Kameka Bradshaw	Worker
Dianne Coggins	Worker
Marie Griffin	Worker
Chamia Randle	Worker
Lois Taylor	Worker

### West Point High School-South

<b>Jessica Binder</b>	<b>Manager</b>
Victoria Hannah	Worker
Advonda Hunter	Worker
Temika Melton	Worker
Linda Wicker	Worker



# MAINTENANCE DEPARTMENT

1840 W. Church Hill Road  
West Point, Mississippi 39773  
(662) 494-7559

**Rickey Melton** Maintenance Director

**Lawrence Amos** Custodial Supervisor

Jericho Bates HVAC Technician

Thomas Rice Maintenance

Stephen Scott, Jr. Maintenance

Kenneth Brooks White Maintenance



## Custodial Staff

### Central Office/Annex/IT

Ruby Matthews

### East Side

**Beatrice Kelly\***

Deborah Jones

Alneder Petty

George Randle

### Church Hill

**Eva L. Heard\***

Betty McGee

Joel Mitchell

Madaysha Moorer

### South Side

**Kearia Watts\***

Wendell Bennett

Cassandra Bradshaw

Mary Deans

### West Clay Elementary

**Monica Smith\***

Johnny Taylor

Bob Logan

### Athletic Department

Thomas (TC) Harris\*

### Fifth Street School

**Georgia Bell\***

Maurice Bowen

Dontavious Clay

Vicki McFarland

Dorothy Smith

### WPHS - North

**Lou Ivy\***

Geneva Davenport

Abner Tallie

David Croft

Danita Upshaw

### WPHS - South

**Gladistine Davidson\***

Darren Harris

Ruby Matthews

Tracy Melton

Virginia Randle

### Career & Technology Center

**Joann House\***

### Learning Center

Barbara Lash

\* *Head Custodian*



Refer to **Policy IJBD** for attachments

WPCSD Employee - Device Checkout Agreement and WPCSD Student - Device Checkout Agreement



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.

## **SUMMARY OF POLICIES**

*The district policy manual is on the school district website. To access all policies, go to [www.westpoint.k12ms.us](http://www.westpoint.k12ms.us) and under "Quick Links" you will find "School Board Policy Manual". Some of the policy information below may only be a section of the policy which is being referenced, so if you have question regarding that particular policy, please check the school website to read the policy in its entirety.*

### **NON-DISCRIMINATION POLICY**

It is the policy of the district to ensure fair and equitable educational and employment opportunities, without regard to race, color, sex national origin, gender, age or disability to all of its students and employees.

Any individual who perceives that he/she has been discriminated against under the provisions of this policy may contact the District's Compliance Officer as shown below for information:

Title IX Compliance Officer  
West Point Consolidated School District  
P. O. Box 656  
West Point, Mississippi 39773  
Telephone: 494-4364

*Reference: Board Policy BAAB – Non-Discrimination Policy*

### **SCHOOL ACTIVITIES FUNDS MANAGEMENT**

Activity funds are public funds raised through an activity which may be partially financed or supplemented with public funds except that activity funds shall not include any funds raised and/or expended by any organization unless deposited with existing activity funds, regardless of whether the funds were raised using school facilities.

Activity funds may only be expended for necessary expenses or travel incurred by students and their chaperones in attending in-state or out-of-state school-related programs, conventions or seminars and/or commodities, equipment, travel expenses, contractual services or school supplies which the Board of Trustees, in its discretion, shall deem beneficial to the official or extracurricular programs of the district. Activity funds cannot be used to compensate school employees.

All activity funds received by a local school must be deposited into its account, through the principal. All collections/receipts must be deposited on a daily basis.

Activity funds will be disbursed in the same manner as all other expenditures. All purchases made with activity funds must comply with state purchasing laws.

Improper administration of this policy and procedure will be cause for disciplinary action including dismissal

*Reference: Board Policy DK – School Activities Fund Management*



## **FIELD TRIPS**

Permission for field trips must be secured from the principal or supervisor having jurisdiction before submitting the request to the superintendent.

Requests for field trips must be in writing and meet the following criteria before consideration for approval will be given:

- (a) Provision for ample supervision;
- (b) Objectives of the field trip are educational in nature;
- (c) Provisions for participant to provide necessary finances (check with First Student for bus driver and mileage expenses)
- (d) Provisions to secure parental approval in writing prior to the field trip; and
- (e) Written request presented to the Superintendent's Office two weeks prior to date of field trip.

Requests for out-of-state field trips must be approved by the Board of Trustees prior to the trip. The Field Trip Request form should be completed and sent to Central Office for Board approval.

*Reference: Board Policy IFCB - Field Trips and Excursions*

## **SMOKING AND OTHER USES OF TOBACCO**

No person shall use any tobacco product on any educational property owned or operated by this school district.

Tobacco products are defined as any substance that contains tobacco, including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco, smokeless tobacco, or electronic cigarettes.

Educational property is defined as 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.

*Reference: Board Policy GBRM – Smoking and Other Uses of Tobacco*

## **GRIEVANCE/COMPLAINT POLICY - LICENSED PERSONNEL**

The Board of Trustees of the West Point Consolidated School District encourages the fair and impartial settlement of problems and encourages its employees to work together to resolve problems as quickly and equitably as possible through informal consultation between aggrieved parties and/or appropriate administrative personnel. The Board realizes that from time to time problems arise which cannot be resolved through informal consultation, and in such cases, the grievance shall be governed by the processes established by the district.

*Reference: Board Policy GAE - Grievance/Complaint Policy - Licensed Personnel*

## **POLITICAL ACTIVITY**

The Board of Trustees recognizes and encourages the right of its employees, as citizens, to engage in activities which exemplify good citizenship. School property and school time shall not be used for political purposes. Violation of this policy shall, at the discretion of the Board of Trustees, constitute cause for reprimand, demotion, suspension or dismissal.

*Reference: Board Policy GAHB – Political Activity of Staff Members*

## **CREDIT FOR TEACHING EXPERIENCE**

The term “year of teaching experience” shall mean nine (9) months of actual teaching in the public or private schools of this or some other state. In no case shall more than one (1) year of teaching experience be given for all services in one (1) calendar or school year. In determining a teacher’s experience, no deduction shall be made because of the temporary absence of the teacher because of illness or other good cause, and the teacher shall be given credit therefor. The State Board of Education shall fix a number of days, not to exceed forty-five (45) consecutive school days, during which a teacher may not be under contract of employment during any school year and still be considered to have been in full-time employment for a regular scholastic term. If a teacher exceeds the number of days established by the State Board of Education that a teacher may not be under contract but may still be employed, that teacher shall not be credited with a year of teaching experience.

## **SCHEDULE OF SALARY PAYMENTS**

Annual salaries shall be made in equal monthly installments for a period of twelve (12) months. This school district shall process a single monthly payroll for licensed employees with electronic settlement of payroll checks secured through direct deposit of net pay. In December, salaries or wages shall be paid by the last working day.

*Reference: Board Policy CGA - Administrative Personnel Compensation Guides and Contracts*

## **EDUCATOR LICENSES/UPGRADES**

All certified employees are responsible for getting a copy of their current educator’s license to Central Office to be recorded. This must be done before any contract is valid or any pay check can be issued. If there is a change in the status of your educator license, (i.e. an upgrade from “A” to “AA”), *it is the employee’s responsibility* to contact Central Office regarding this change.

## **RELEASE FROM CONTRACT**

Releases requested after the certificated employee has signed a contract may be granted only if the Board finds there is no detriment to the District to release the employee.

*Reference: Board Policy GBA – Professional Personnel Compensation Guides and Contracts*

## **PROFESSIONAL EVALUATION**

All professional employees shall be subject to annual evaluation procedures.

*Reference: Board Policy GBI – Evaluation of Professional Employees*

## **SEXUAL HARASSMENT BY STAFF**

It is the policy of the West Point Consolidated School District to maintain a learning and working environment that is free from sexual harassment. No employee or student of the District shall be subjected to sexual harassment. It shall be a violation of this policy for any member of the West Point Consolidated School District’s staff to harass another staff member or student through conduct or communications of a sexual nature. Sexual harassment by students on other students, or by students on staff is governed under Policy JB. For the purpose of this policy “staff” shall refer to and mean: any employee, full or part-time, employed by the District, including both certified (Teachers and Administrators) and non-certified employees.

*Reference: Board Policy GBR – Sexual Harassment by Staff*

## **BULLYING OR HARASSING BEHAVIOR/CYBER 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.

*Reference: Board Policy JDDA - Bullying or Harassing Behavior/Cyber Bullying*

## **REIMBURSEMENT OF EXPENSES**

Personnel who have first been authorized by the superintendent to travel in the performance of their duties shall be advanced or reimbursed their expenses by the school district for such travel for each mile actually and necessarily traveled at the rate allowed by the State Fiscal Management Board and shall be reimbursed for other actual expenses such as meals, lodging and other necessary expenses incurred subject to limitation placed on meals.

*Reference: Board Policy GBRF - Professional Personnel Expenses*

## **PERSONAL LEAVE**

Employees receiving personal leave may be absent for two school days per school year for personal reasons without a deduction in pay.

The employee will request personal leave in writing in advance, if possible, and must be requested in no less than ½ (one half) day increments.

Personal leave cannot be utilized for sick leave until all days of sick leave have been exhausted.

Personal leave shall not be taken during the following periods of time, unless on such days an immediate family member of the employee is being deployed for military service; the employee has been summons for jury duty; or in the case that an immediate member of the family dies or funeral services are held:

1. The first or last day of the school term (when students are present)
2. During times of record keeping (teacher workdays)
3. During professional development days
4. A day before or after a school holiday/break when school is in session; however, personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee has either a minimum of ten (10) years experience as an employee of the West Point Consolidated School District or a minimum of thirty (30) days of unused accumulated leave that has been earned while employed in the West Point Consolidated School District.

Unused personal leave shall be added to the accumulation of sick leave balance at the end of the fiscal year.

Effective July 1, 2003, personal leave may be accumulated from year to year up to five (5) days.

## **PROFESSIONAL STAFF ADDITIONAL PERSONAL LEAVE**

### **SECTION I: WHO MAY EARN ADDITIONAL PERSONAL LEAVE**

Employees become eligible for additional personal leave benefits upon commencement of employment in a 12 month position. Benefits are accrued based on the anniversary date of West Point Consolidated School District employment. Once the employee reaches their one (1) year anniversary date of employment, if not concurrent with the fiscal year, the employee earns personal leave as follows:

Anniversary date between:

July 1<sup>st</sup> and September 30<sup>th</sup> - 7 ½ (seven and one half) days

October 1<sup>st</sup> and December 31<sup>st</sup> - 5 (five) days

January 1<sup>st</sup> and March 31<sup>st</sup> - 2 ½ (two and one half) days

Upon completion of the first full fiscal year of employment in a 12 month position, the employee earns 10 (ten) personal days each year.

### **SECTION II: USE OF EARNED ADDITIONAL PERSONAL LEAVE DAYS**

Requests for use of personal days must be made in writing on the approved form and approved by the appropriate supervisor preferably five (5) days prior to the beginning of the desired absence. Personal leave must be requested in no less than 1/2 day increments and may not exceed ten (10) days in one fiscal year unless approved by the Superintendent of Schools or his designee. Authorization by the Superintendent or his designee is required for emergency use of personal days.

All employees earning additional personal leave may carry forward up to five (5) days annually.

### **SECTION III: TERMINATION OF EMPLOYEES PRIOR TO RETIREMENT**

If an employee is separated from the school district, voluntarily or involuntarily, unused leave shall be counted as creditable service for the purposes of the retirement system.

### **SECTION IV: TERMINATION OF EMPLOYMENT AT RETIREMENT**

Upon termination of employment, unused leave days for which the employee is entitled to full pay may be counted as creditable service for the purposes of the retirement system as provided in Section 25-11-103 of the Mississippi Code and the policies of the Public Employees Retirement System.

Upon retirement, each certificated employee shall receive credit or be paid for unused accumulated leave. Payment for unused leave for professional staff shall be at the established rate paid to substitute teachers. The maximum number of days shall be thirty (30) days. Unused leave exceeding the compensated maximum 30 days may be reported to PERS for creditable service.

### **ADMINISTRATIVE PERSONNEL ADDITIONAL PERSONAL LEAVE**

Administrative personnel on twelve month contracts are allowed ten working days additional personal leave annually with scheduled leave to be approved by the Superintendent.

All new administrative personnel of the West Point Consolidated School District will not be allowed additional personal leave for the first year.

*Reference Board Policies GADJ - Personal Leave and GBRI - Absence from Duty*

## ABSENCE FROM DUTY

### ***SICK LEAVE ALLOWANCE***

The school board of this district shall establish by rules and regulations a policy of sick leave with pay for licensed employees and teacher assistants employed in the school district, and such policy shall include the following minimum provisions for sick emergency leave with pay:

1. At the beginning of each school year, each licensed employee and teacher assistant, shall be credited with a minimum sick leave allowance, with pay, of seven (7) days for absences caused by illness or physical disability of the employee during that school year
2. Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such licensed employee and teacher assistant if the licensed employee or teacher assistant remains employed in the same school district. In the event any public school licensed employee or teacher assistant transfers from one public school district in Mississippi to another, any unused portion of the total sick leave allowance credited to such licensed employee or teacher assistant shall be credited to such licensed employee or teacher assistant in the computation of unused leave for retirement purposes under Section 25-11-109, Mississippi Code of 1972. Accumulation of sick leave allowed in the school district shall be unlimited.
3. No deduction from the pay of such licensed employee or teacher assistant may be made because of absence of such licensed employee or teacher assistant caused by illness or physical disability of the licensed employee or teacher assistant until after all sick leave allowance credited to such licensed employee or teacher assistant has been used.
4. For the first ten (10) days of absence of the licensed employee because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such licensed employee, there shall be deducted from the pay of such licensed employee the established substitute amount of licensed employee compensation paid in that local school district, necessitated because of the absence of the licensed employee as a result of illness or physical disability. In lieu of deducting the established substitute amount from the pay of such licensed employee, the policy may allow the licensed employee to receive full pay for the first ten (10) days of absence because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such licensed employee. Thereafter, the regular pay of such absent licensed employee shall be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that school year.

***If an employee is absent on the first or last working day of the contractual period, on the first or last day of the school term (when students are present), or the day before or after a school holiday/break, a written doctor's statement is required before the absence can be classified as a sick day.***

### ***PERSONAL LEAVE ALLOWANCE***

Each licensed employee at the beginning of each school year shall be credited with a minimum personal leave allowance, with pay, of two (2) days for absences caused by personal reasons during that school year. Except as otherwise listed below, such personal leave shall not be taken on the first or last day of the school term (when students are present), during times of record keeping (teacher workdays), during professional development days, or on the day before or after a school holiday/break when school is in session. Notwithstanding the restrictions listed above on the use of personal leave, a licensed employee may use personal leave as follows:

1. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, an immediate family member of the employee is being deployed for military service.
2. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, the employee has been summoned to appear for jury duty or as a witness in court.
3. Personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee has either a

minimum of ten (10) years experience as an employee of West Point Consolidated School District or a minimum of thirty (30) days of unused accumulated leave that has been earned while employed in the West Point Consolidated School District.

4. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, an immediate family member of the employee dies or funeral services are held. Any day of the two (2) bereavement days may be used at the discretion of the teacher, and are not required to be taken in consecutive session.

Personal leave may be used for professional purposes, including absences caused by attendance of such licensed employee at a seminar, class, training program, professional association or other functions designed for educators. No deduction from the pay of such employee may be made because of absence of such licensed employee caused by personal reasons until after all personal leave allowance credited to such employee has been used. Any unused portion of the total personal leave allowance up to five (5) days shall be carried over to the next school year and credited to such licensed employee if the licensed employee remains employed in the school district.

### ***PROFESSIONAL LEAVE ALLOWANCE***

Each licensed employee shall be credited with a professional leave allowance, with pay, for each day of absence caused by reason of such employee's statutorily required membership and attendance at a regular or special meeting held within the State of Mississippi of the State Board of Education, the Commission on Teacher and Administrator Education, Certification and Licensure and Development, the Commission on School Accreditation, the Mississippi Authority for Educational Television and the meetings of the state textbook rating committees or other meetings authorized by local school board policy. Professional leave for approved school business, not to exceed a total of three (3) days in any school year, shall be at the discretion of the administrator. The district recognizes the critical impact of the teacher and instructional time as they relate to student performance. Given this impact, approved professional leave must be used only for leave that impacts the district or the school as a whole. Upon recommendation of the school administrator, leave that specifically relates to the School Improvement Plan or a district initiative may be approved by the Superintendent in excess of the three (3) professional days allowed. Approved professional leave may also be granted for teachers who accompany groups of students to state or national competitions. Professional leave shall not be charged against a person's leave days nor shall there be reduction in pay.

### ***RETIREMENT***

Upon retirement from employment, each licensed and non-licensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the school district in which the employee is last employed. Such payment for licensed employees shall be made by the school district at a rate equal to the amount paid to substitute teachers and for non-licensed employees, the payment shall be made by the school district at a rate equal to the federal minimum wage. The payment shall be treated in the same manner for retirement purposes as a lump sum payment for personal leave as provided in Section 25-11-103 (e). Any remaining lawfully credited unused leave, for which payment has not been made, shall be certified to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused leave. No payment for unused accumulated leave may be made to either a licensed or non-licensed employee at termination or separation from service for any purpose other than for the purpose of retirement.



## ***RULES AND REGULATIONS***

In addition to the reason of personal illness, seven days of the sick leave may be used for the reason of illness in the immediate family or death in the family as defined below. Employees may request in writing an extension of the seven days allowed for extended family illness, not to exceed accumulated sick leave.

1. Illness in the Immediate Family - Children, spouse, parents, and other members of the family- brothers, sisters, and grandparents. In-laws in the applicable aforementioned categories qualify the same as blood relations.
2. Death in the Family - Death and funeral of a relative
3. In addition to the aforementioned conditions, each professional employee may be absent for 10 additional days (extended leave) in the case of employees with less than ten years of service with the West Point Consolidated School District and for 15 additional days (extended leave) in the case of employees with ten years or more of service with the West Point Consolidated School District for personal illness or disability; however, the employee shall have deducted from his/her pay for each day missed an amount equal to the daily rate charged for a substitute.
4. An equitable prorate leave allowance shall apply to service of less than a full session.
5. Unauthorized absences or absences in excess of authorized leave shall result in loss of pay for the period of time in question or by termination of contract in extreme cases; however, professional employees have a right to be heard by the Board of Trustees before final action is taken.
6. All leave shall be taken in no less than 1/2 day increments.
7. A doctor's excuse will be required when sick leave is taken:
  - (1) four or more consecutive school days
  - (2) a day immediately preceding a school holiday/break
  - (3) a day immediately following a school holiday/break
8. Pregnancy - a pregnant employee will be required to furnish a statement from a physician as to how long before the birth of her child she may work and when the employee should be allowed to return to work after the birth of a child.
9. Extended Personal Leave - The district will only grant extended personal leave to district personnel in cases of personal and/or family hardship as determined by the Board of Trustees.
10. The district will grant sick leave days as outlined in child adoption, not to exceed six weeks.

## ***NON-LICENSED AND HOURLY PAID SCHOOL EMPLOYEES***

The school board may further adopt rules and regulations which will reasonably implement such leave policies for all other non-licensed and hourly paid school employees as the board deems appropriate.

## ***VACATION AND PERSONAL LEAVE***

Vacation leave granted to either licensed or non-licensed employees shall be synonymous with personal leave. Unused vacation or personal leave accumulated by licensed employees in excess of the maximum five (5) days which may be carried over from one (1) year to the next may be converted to sick leave. The annual conversion of unused vacation or personal leave to sick days for licensed or unlicensed employees shall not exceed the allowable number of personal leave days as provided in Section 25-3-93. The annual total number of converted unused vacation and/or personal days added to the annual unused sick days for any employee shall not exceed the combined allowable number of days per year provided in Sections 25-3-93 and 25-3-95. Local school board policies that provide for vacation, personal and sick leave for employees shall not exceed the provisions for leave as provided in Sections 25-3-93 and 25-3-95. Any personal or vacation leave previously converted to sick leave under a lawfully adopted policy before May 1, 2004, or such personal or vacation leave accumulated and available for use prior to May 1, 2004, under a lawfully adopted policy but converted to sick leave after May 1, 2004, shall be recognized as accrued leave by the local school district and available for use by the employee. The leave converted under a lawfully adopted policy prior to May 1, 2004, or such personal and vacation leave accumulated and available for use as of May 1, 2004, which was subsequently converted to sick leave may be certified to the Public Employees' Retirement System upon termination of employment and any such leave previously converted and certified to the Public Employees' Retirement System shall be recognized.

## **DEFINITIONS**

1. For the purposes of this subsection, the following words and phrases shall have the meaning ascribed in this paragraph unless the context requires otherwise:
  - a. "Catastrophic injury or illness" means a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the state for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.
  - b. Immediate family means spouse, parent, stepparent, sibling, child or stepchild, grandparent, stepbrother, or stepsister.
2. Any school district employee may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the same school district who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:
  - a. The employee donating the leave (the donor employee) shall designate the employee who is to receive the leave (the recipient employee) and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the school district superintendent or his designee of his or her designation.
  - b. The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.
  - c. An employee must have exhausted all of his or her available leave and sick leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor.
  - d. Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician's statement that states that the illness meets the catastrophic criteria established under this section, the beginning date of the catastrophic injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.
  - e. If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.
  - f. Donated leave shall not be used in lieu of disability retirement. 37-7-307

## **JURY DUTY / OTHER LEAVE**

This school board shall provide leave, with pay, for employees who receive a summons for jury duty or serve as a witness under subpoena for school-related business except when the employee is the defendant or plaintiff. The employee must provide their supervisor with a copy of the summons or subpoena in order to be paid for duty. The school board cannot recover jury fees from employees who serve on juries.

## ***LEAVE DUE TO DECLARED EMERGENCY CLOSURES***

The school board may, in its discretion, provide additional administrative leave with pay for all employees (professional, certified, and non-certified) in the event of declared emergency closures.

*Reference: Board Policy GBRI - Absence from Duty - Revised 2/10/2020*

## **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

Employees are eligible for family and medical leave if they have been employed by the district for at least twelve (12) months and have worked at least 1,250 hours during the preceding 12-month period. Eligible employees are entitled to a maximum of 12 work weeks of unpaid leave during a 12-month period only for the following reasons

- (a) The birth, adoption, or placement of a child;
- (b) The care of a child, spouse, or parent with a serious health condition; or
- (c) The employee's own serious health condition which makes the employee unable to perform the function of his/her job.

*Reference: Board Policy GBRIA – Family and Medical Leave Act (FMLA)*

## **NONPROFESSIONAL STAFF - LEAVES AND ABSENCES**

- (A) At the beginning of each school year classified and paraprofessional personnel shall be credited with a sick leave allowance, with pay, for absences caused by illness or physical disability of the employee during that school year as follows:

9 months (187 day) employee	seven (7) sick days, two (2) personal
10 months employee	eight (8) days, two (2) personal
12 months employee	ten (10) days, ten (10) personal

- (B) At the beginning of each school year support staff (180 day) personnel working full time eight (8) hour assignments shall be credited with five (5) days sick leave allowance, with pay, for absences caused by illness or physical disability of the employee during that school year.
- (C) At the beginning of each school year support staff (180 day) personnel working full time six (6) hour or seven (7) hour assignments shall be credited with four (4) days sick leave allowance, with pay for absences caused by illness or physical disability of the employee during that school year.
- (D) At the beginning of each school year support staff (180 day) personnel working full time four (4) hour or five (5) hour assignments shall be credited with three (3) days sick leave allowance, with pay for absences caused by illness or physical disability of the employee during that school year.
- (E) Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such employee.

## **SECTION II**

In addition to the reason of personal illness or physical disability, the aforementioned basic leave or accumulated days, not to exceed the basic leave outlined in Section I, may be used for the reason of illness in the immediate family or death in the family as defined below. Employees may request in writing an extension of the allowed days for extended family illness not to exceed accumulated sick leave.

### Illness In The Immediate Family

Children, spouse, and parents, and other members of the family - brothers, sisters, and grandparents. In-laws in the applicable aforementioned categories qualify the same as blood relations.

### Death In The Family

Death and funeral of a relative.

### **SECTION III**

#### Pregnancy

Section I and II above apply to maternity leave.

### Extended Personal Leave

The District will only grant extended personal leave to employees in cases of personal and/or family hardship. The hardship determination will be made by the employee's immediate supervisor and approved by the superintendent.

### **SECTION IV**

The District will grant sick leave as outlined in this policy for child adoption.

### **SECTION V**

An equitable prorate leave allowance shall apply to service of less than a full session.

### **SECTION VI**

Unauthorized absences or absences in excess of authorized leave shall result in loss of pay for the period of time in question or termination of employment in extreme cases.

Sick leave shall be taken in no less than ½ day increments.

Sick leave taken on the first or last working day of the contractual period or the day before or after a school holiday/break will require a written doctor's excuse.

### **SECTION VII**

The employee forfeits sick leave benefits upon separation from employment with the District.

### **SECTION VIII**

The District will grant sick leave days as outlined in child adoption, not to exceed six weeks.

### **SECTION IX**

(A) For the purposes of this subsection, the following words and phrases shall have the meaning ascribed in this paragraph unless the context requires otherwise:

(1) "Catastrophic injury or illness" means a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, thereby resulting in the loss of compensation from the school district for the employee. Conditions that are short-term in nature including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.

(2) "Immediate family" means spouse, parent, stepparent, sibling, child or stepchild.

**(B)** Any school district employee may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the same school district who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:

(1) The employee donating the leave (the “donor employee”) shall designate the employee who is to receive the leave (the “recipient employee”) and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the school district superintendent or his designee of his or her designation.

(2) The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.

(3) An employee must have exhausted all of his or her accumulated personal leave and sick leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee’s supervisor.

(4) Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician’s statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.

(5) If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by donor employees.

(6) Donated leave shall not be used in lieu of disability retirement.

## **SECTION X**

Employees become eligible for personal leave benefits upon commencement of employment in a 12 month position. Benefits are accrued based on the anniversary date of West Point Consolidated School District employment. Once the employee reaches their one (1) year anniversary date of employment, if not concurrent with the fiscal year, the employee earns personal leave as follows:

Anniversary date between:	July 1 <sup>st</sup> and September 30 <sup>th</sup> - 7 ½ (seven and one half) days
	October 1 <sup>st</sup> and December 31 <sup>st</sup> - 5 (five) days
	January 1 <sup>st</sup> and March 31 <sup>st</sup> - 2 ½ (two and one half) days

Upon completion of the first full fiscal year of employment in a 12 month position, the employee earns 10 personal leave days each year.

## **SECTION XI**

Requests for use of personal days must be made in writing on the approved form and approved by the appropriate supervisor, preferably five (5) days prior to the beginning of the desired absence. Personal leave must be requested in no less than ½ day increments and may not exceed ten (10) days in one fiscal year unless approved by the Superintendent of Education or his designee. Authorization by the Superintendent or his designee is required for emergency use of personal days.

Employees earning personal leave may carry forward up to five (5) days annually

*Reference: Board Policy GCRG – Nonprofessional Staff Leaves and Absences - Revised 2/10/2020*