

# West Point Consolidated School District

## **Faculty Handbook**



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

**2023-2024**

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**BOARD OF TRUSTEES**

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

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**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  
Shicola Rush  
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  
Meon Carroll  
Katie Roach  
Technology Director - Network Administrator  
Technology Specialist  
Technology Specialist  
Computer Technician  
Computer Technician  
Instructional Coach  
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**  
**2023-2024 SCHOOL CALENDAR**  
*School Board Approved 3/20/2023*

**I. PROFESSIONAL DEVELOPMENT**

- New Teacher Orientation ..... Friday, July 21, 2023
- Professional Development - *1st day for teachers/assistants* ..... Monday, July 24, 2023
- Professional Development ..... Tuesday, July 25, 2023
- Professional Development ..... Wednesday, July 26, 2023
- Parent Conferences Day - Fall Semester - student holiday ..... Tuesday, September 5, 2023
- Professional Development - student holiday ..... Wednesday, January 3, 2024
- Parent Conferences Day - Spring Semester - student holiday ..... Monday, February 12, 2024
- Graduation (*Date To Be Determined*) ..... May, 2024
- Professional Development - *last day for teachers/assistants* ..... Friday, May 31, 2024

**II. FIRST DAY FOR STUDENTS ..... THURSDAY, JULY 27, 2023**

**III. SCHOOL MONTHS**

MONTH	BEGINS	ENDS	NUMBER OF DAYS
First Month	July 27, 2023	September 29, 2023	45
Second Month	October 12, 2023	October 31, 2023	14
Third Month	November 1, 2023	November 30, 2023	17
Fourth Month	December 1, 2023	December 19, 2023	13
Fifth Month	January 4, 2024	January 31, 2024	19
Sixth Month	February 1, 2024	February 29, 2024	20
Seventh Month	March 1, 2024	March 29, 2024	10
Eighth Month	April 2, 2024	April 30, 2024	21
Ninth Month	May 1, 2024	May 30, 2024	21
Total Number of Days			180

**IV. HOLIDAYS**

Holiday	Day Dismissed	Day(s) Missed	Date of Return
<i>Independence Day</i>	June 30, 2023	July 3 - 4, 2023	July 5, 2023
<i>Labor Day / Fall Parent Conf. Day Student holiday</i>	September 2, 2023	September 4 - 5*, 2023	September 6, 2023
<i>Fall Inter-session / Fall Break</i>	September 29, 2023	October 2 - 6 / October 9-11, 2023	October 12, 2023
<i>Thanksgiving</i>	November 17, 2023	November 20 - 24, 2023	November 27, 2023
<i>Christmas/New Year's</i>	December 19, 2023	December 20, 2023- January 3*, 2024	January 4, 2024
<i>Martin Luther King Day</i>	January 12, 2024	January 15, 2024	January 16, 2024
<i>Spring Parent Conf. Day (student holiday)</i>	February 9, 2024	February 12, 2024	February 13, 2024
<i>Spring Holidays / Spring Inter-session)</i>	March 8, 2024	March 11- 15, 2023 / March 18 -22, 2024	March 25, 2024
<i>Easter Break</i>	March 28, 2024	March 29 - April 1, 2024	April 2, 2024
<i>Memorial Day</i>	May 24, 2024	May 27, 2024	May 28, 2024

\* This is a holiday for students only.



**WEST POINT CONSOLIDATED SCHOOL DISTRICT  
TEACHER SALARY SCHEDULE  
2023-2024**

**STATE SALARY SCHEDULE**

**DISTRICT SALARY SCHEDULE (187 days)**

<b>Exp.</b>	<b>AAAA</b>	<b>AAA</b>	<b>AA</b>	<b>A</b>	<b>Dist. Supp.</b>	<b>AAAA</b>	<b>AAA</b>	<b>AA</b>	<b>A</b>
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 SM11234; 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

## EMPLOYEE

Tasha Bush  
Ciera Kelly  
Korsica Lucas  
Rebecca Vaughan

Brenda Britt  
Laketha Cunningham  
Lavelda Lane  
Mary Pankey  
Jenevieve Wolanek

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

Brenda Doss  
Jacquelin Vance  
Kila Hall  
Newassa Howard  
Lynn Ivy  
Jacqueline Johnson  
Pearlie Smith  
Elizabeth Tallie  
Latarsha Taylor  
Kylan Townsend  
Caroline Warrington

Madison Ford  
Vickey Hoover  
Melissa McKinney  
Casey Welch

**Jacqueline Gray**  
Waynette Baker  
Contessa Ewing  
Ashley Bowens

## ASSIGNMENT

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

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

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

Teacher Assistant, Kindergarten  
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

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

**Principal**  
Administrative Assistant  
Counselor/Computer Lab  
Nurse



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

EMPLOYEE

Sherrri White  
Sharonda Pulphus

ASSIGNMENT

Coordinator  
Coordinator



# CHURCH HILL ELEMENTARY

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

## EMPLOYEE

## ASSIGNMENT

Grace Adams	First Grade
Shay Atkins	First Grade
Monica Johnson	First Grade
Brooke Ketchum	First Grade
Heather Lawley	First Grade
Charlotte Leech	First Grade
Haley McGarity	First Grade
Alexis McMullen	First Grade
Sara Rimmer	First Grade

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Amy Baswell	Second Grade
Stephanie Craven	Second Grade
Breann Duke	Second Grade
Catherine Karl	Second Grade
Katherine Mitchell	Second Grade
Brittany Price	Second Grade
Tawana Robertson	Second Grade
Sharon Salmon	Second Grade
Morgan Spotts	Second Grade

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Leah Alonso	Dyslexia Therapist
Michelle Armstrong	Interventionist
Ruth Baker	Speech
Carla Bates	Special Education
Mitch Bohon	Physical Education
Ivey Ivy	Quest
Allie Judkins	Speech
Tara Lowrey	Music
Regina Pearson	Librarian
Allison Reed	Special Education
Courtney Stephens	Special Education
Hannah Weston	Special Education

**Church Hill Elementary continued...**

Syndy Andrews  
Britney Boyd  
Bettye Banks  
Gennice Brown  
Andrea Cohen  
Veniece Coleman  
Shirley Ewing  
Niyoka Ewings  
Paityn Fulgham  
Janet Gordon  
Tammy Hamby  
Jessie Ivy  
Debbie Kelly  
Verlyncia Leonard  
Valerie Smith  
Jaiyatta Walker  
Alice Amelia Wooten  
Angie Wooten

Teacher Assistant, SPED  
Teacher Assistant  
Teacher Assistant, SPED  
Teacher Assistant, Dyslexia  
Teacher Assistant, SPED  
Teacher Assistant  
Teacher Assistant, ISS  
Teacher Assistant  
Teacher Assistant  
Teacher Assistant

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Resheada Doss

Resource Officer

**Jon Oswalt**

Trenice Brownlee  
Inell Bradshaw  
Anna Ramsey  
Ginger Harden

**Principal**

Assistant Principal  
Administrative Assistant  
Counselor  
School Nurse



# SOUTH SIDE ELEMENTARY

237 Louis Odneal Road

West Point, MS 39773

(662) 495-6216

## EMPLOYEE

Missy Arnett  
Casey Berry  
Joyce Manigo  
Courtney Prather  
Tina Price  
Erica Puckett  
Jerrion Shelton

Sarah Burton  
Penny Elliott  
Selisha Ivy  
Leann Jenkins  
Lindsey Marsac  
Julia McDill  
Dawn Thomas

Devan Boatner  
Anna Coker  
Eula Cooperwood  
Helen Facella  
Jessica Glusenkamp  
Vickey Hoove  
Mark Hysaw  
Angie Keel  
Taylor Knowles  
Garnett McDaniel  
Kathleen O'Briant  
Caroline Pochop  
Danyell Randle  
Tasha Webber-Stanfield

Sawana Walker-Bean  
Shaffel Freeman  
Emma Hicks  
Dominique Ridgeway  
Courtney Ward  
Cindy Watson

Resheada Doss

## **Casey Glusenkamp**

Trenice Brownlee  
Alma Morton  
Stacy Ricks  
Ginger Harden

## ASSIGNMENT

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



Computer Lab  
Quest  
Resource Teacher  
Dyslexia Teacher  
Librarian  
Speech  
Physical Education  
Special Education  
Speech Teacher  
Quest  
Special Education  
Music  
Special Education  
Interventionist

Teacher Assistant/Interventionist  
Teacher Assistant/Resource  
Teacher Assistant  
Teacher Assistant/Special Education  
Teacher Assistant/Discovery Lab  
Teacher Assistant

Resource Officer

## **Principal**

Assistant Principal  
Administrative Assistant  
Counselor  
Nurse

# WEST CLAY ELEMENTARY

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

Roteryia Terry Ford  
Shemeka Wofford  
Iris Dismuke  
Virginia Huffman  
Lacie Pumphrey  
Mary Helen Hays  
Michael Veazey  
Tracy Arnold  
Hannah Snow

Louise Bigham  
Lessie Davidson  
Emily Black  
Melinda Crowley  
Beverly McKinney  
Lorie Parker

Cody Allen  
Kathryn Cooper  
Arma Johnson  
Allie Judkins  
Travis Metcalf  
Angela Williams

Johneisha Bland

**Lucy McKellar**  
Sandra Deanes  
Katrina Carlisle  
Shalandor Johnson

Pre-Kindergarten  
Kindergarten  
First Grade  
Second Grade  
3rd/4th Grades, Math/Science  
3rd/4th Grades, ELA/Social Studies  
5<sup>th</sup>/6th Grades, ELA, Social Studies/Science  
5th/6th Grades, Math/Social Studies/Science  
Special Education Teacher

Teacher Assistant, Pre-K  
Teacher Assistant, Kindergarten  
Teacher Assistant, 1<sup>st</sup> Grade  
Teacher Assistant, 2<sup>nd</sup> Grade  
Teacher Assistant, Special Education  
Teacher Assistant, Special Education

Physical Education Teacher  
Gifted  
Interventionist  
Speech  
Band Director  
Librarian/Computer Lab

Resource Officer

**Principal**  
Administrative Assistant  
Counselor  
Nurse



# FIFTH STREET SCHOOL

418 Fifth Street

West Point, Mississippi 39773

(662) 494-2191

## EMPLOYEE

## ASSIGNMENT

### *Fifth Grade*

Tanisha Brinker	ELA
Kayla Brown	Math
Brianna King	ELA
Madeline LeBlanc	Math
Angie Riddle	Science
Candace Tilley	Inclusion
Danielle Williams	SPED Inclusion
Kim Wilson	Science

### *Sixth Grade*

Tamala Atkins	Math
Kim Booth	Social Studies/Writing
Krystal Deanes	Social Studies/Writing
Latrenda Fenton	ELA
Shann Gann	Science
Peyton Crowley	Math
Malikah Moore	Inclusion
Sasha Prisock	ELA
Jamie Walker	Science
Dana White	Inclusion

### *Seventh Grade*

Andrea Adams	Inclusion
Annetta Bouldes	Math
Carol Doss	ELA
Sarah Ewing	Inclusion
Catrina Glaspie	Social Studies
Coates Hinton	Social Studies
Beverlee Jackson	Cyber Foundations
Sarah Jones	Science
Virginia Jones	Science
Shylicambree Sanders	Math
Erica Stokes	ELA
Jon Zarandona	Cyber Foundations

### *Exploratory*

Esmereldo Arellano	Spanish
Camille Bobo	Gifted
Steve Cannon	Physical Education
Kathryn Gable	Gifted
Bailey McRae	Art
Rob Parker	Music and Performance
Courtney Wilson	Physical Education

*Fifth Street continued...*

*Student Support*

Lashawn Bush  
Annie Barnes  
Sharon Circus  
Annette Ellis  
Callie Goodson  
Tomic Hayes  
Jefferey Jones  
Sylvia Pernell  
China Quinn  
Corliss Wesley  
Christina White  
Dora Williams

Albert Lee

**Talisha Randle**

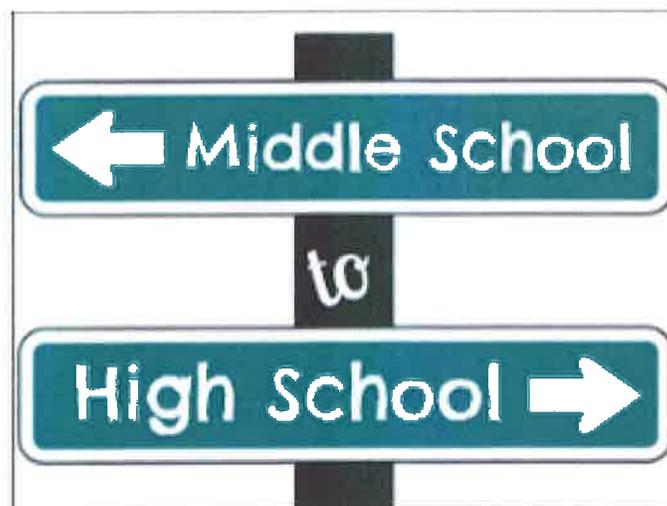
Tiara Brown  
Roulette Hosey  
Telkia Culberson  
Karen Gore  
Susan McComic  
Danielle Spencer

Librarian  
Teacher Assistant/SPED  
Interventionist/Assistant  
Special Education  
Special Education  
Intervention  
Intervention/Front Office  
ISS/Teacher Assistant  
Second Chance  
Special Education/Resource  
Interventionist  
Library Assistant

Resource Officer

**Principal**

Assistant Principal  
Assistant Principal  
Administrative Assistant  
Administrative Assistant  
Nurse  
Counselor



**WEST POINT HIGH SCHOOL**  
**North Campus (Grades 8 - 9)**  
**204 S. Eshman Avenue / West Point, Mississippi 39773**  
**494-6665**

**EMPLOYEE**

**ASSIGNMENT**

**Eighth Grade**

Kadajah Babbitt	ICT2
Joy Carino	Math
Linda Cousins	Special Education
Joanna Easley	Special Education
Nathan Ellis	Health/P.E.
Sharon Fulgham	Science
Kelly Gaskin	Special Education
Sara Knighton	English
Taylor Lairy	English
Kimberly McKinney	Math
Travis Metcalf	Band, 8-12
Bryan Nichols	Social Studies
Blake Patterson	Band, 8-12
Lamerica Richardson	Special Education
Jonathan Reeves	Drama, 8-12
Shanequa Robbins	ELA/Math Learning Strategies
Joni Rogers	ICT2, 8-9
James Walker	Social Studies
Monica Webb	Librarian, 8-9
Samatha Wilbon	Special Education
Michelle Zimmerman	Science

**Ninth Grade**

Pamela Billups	Special Education
Yashunda Bobo	Foundations of Algebra/Geometry
Keena Conway	Special Education
Miranda Corbell	Algebra/Geometry
Mark Davis	Special Education
Christopher Durham	Chorus
Ben Earnest	History
Ashley Fremin	GTT
Amanda Gentry	ACT Prep
Shatavia Harris	Biology
Robert Hill	History
Joshua Kuhstoss	Foundations of Biology
Sydney Lee	English
Sholanda Nance	English
Kyle Stringer	Biology
Samantha Weathers	Resource

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

*Teacher Assistants*

Natasha Jackson  
Antonio (Boone) Lairy  
Canary Lane  
Toni Randle  
Vivian Tallie

Special Education  
ISS  
Special Education  
Special Education  
Special Education

Uneco Harris

Resource Officer

**Brad Cox**  
Shameeka Deanes  
Kathy Coggins  
Leterice Townsend  
Jacqueline Crump

**Associate Principal, North Campus**  
Assistant Principal, North Campus  
Administrative Assistant  
Counselor  
Nurse



# WEST POINT HIGH SCHOOL

South Campus (Grades 10 - 12)

90 S. Eshman Avenue

494-5083

Glenn Adams	JROTC
Pamela Anderson	English
Crystal Barr	Special Education
Shirley Boudreaux	Art
Ronondo Bowen	Special Education
Anfernee Brand	Special Education
Marquis Burnett	Math
Roger Burton	Physical Education
Latesha Bush	Business
Demontez Calvert	Social Studies
Sarah Chandler	English
Skylar Conway	English
Alexis Cooper	Social Studies
Paula Crawford	History
Charles Emplaincourt	Science
Jerry Fremin	Health
Perry Furr	History
Arlander Gathing	Math
Courtney Hatcher	Science
Charles Herron	College Career Readiness
Mevalone Johnson	Special Education
Oliver Johnson	History
Emily Lowery	Math
Brett Morgan	Driver's Education
Leslie Murphy	Science
Perry Price	History
Tolanda Ramsey	English
Cheryl Ransaw	Special Education
Youlanda Sherman	History
Andrew Summers	Math
Kahla Thomas	English
Terrance Tye	Spanish
David Warren	Science
Sandra White	Family Consumer Science
Sheryl Wicks	Librarian
Justin Wooten	History

## Teacher Assistants

*Vaccant*

ISS

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

Tara Sloan

Resource Officer

**Dr. Temeka Shannon**

Jacob Gentry  
Felecia Shumaker  
Cynthia Thomas  
Santana Quinn  
Geraldine Gunn

**Principal, South Campus**

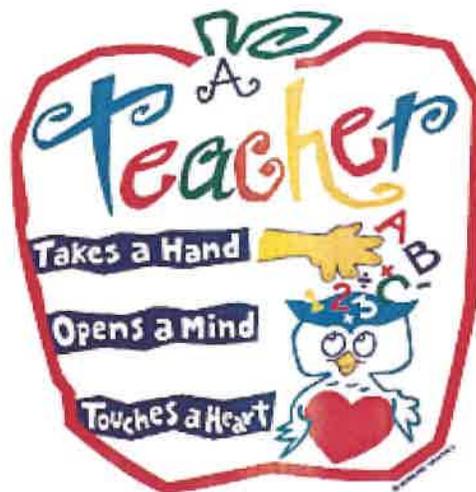
Assistant Principal, South Campus  
Assistant Principal, South Campus  
Administrative Assistant  
Administrative Assistant  
Administrative Assistant

Tosha Crawford  
Katina Mickens

Counselor  
Counselor

Chris Chambless  
Jennifer Webb

Athletic Director  
Administrative Assistant, Athletic Dept.



# WEST POINT CAREER & TECHNOLOGY CENTER

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

## EMPLOYEE

Mac Abernathy  
April Acker  
Kasi Black  
Vernitta Crawford  
Shelia Fulgham  
Coree Nimmo  
Alan Leonard  
Larisa Ziegelmann

## ASSIGNMENT

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

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Patrick Ray  
DeAndra Lockett  
Tracy Hammond

Director  
Administrative Assistant  
Counselor



# WEST POINT LEARNING CENTER

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

## EMPLOYEE

Jordan Alonso-Alvarez  
LaTara Below  
Jamie Lee  
Gay Reed  
Demetria Stewart  
Ashley Wooten

**Richard Bryant**  
Monica Pippins  
Erin King

## ASSIGNMENT

Science  
Social Studies  
Special Education  
English  
Mathematics  
Elementary

Resource Officer

**Principal**  
Administrative Assistant  
Counselor



# CHILD NUTRITION PROGRAM

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

<b>Susan Byars</b>	<b>Director</b>
Donna Harris	Administrative Assistant
Vanessa Young	Quality Control Supervisor

## East Side Elementary

Angela Everson	Manager
Elmetra Gandy	Worker
Janice Young	Worker

## Church Hill/South Side Elementary

Gwenda Jordan	Manager
Melinda Buttrey	Assistant Manager
Early Tate	Assistant Manager
Ella Dilworth	Worker
Shatesha Ewell	Worker
Victoria Hannah	Worker
April Haughton	Worker
Avonda Hunter	Worker
Stephanie Malone	Worker
Ouida Morton	Worker
Sallye Spencer	Worker
Tonia Stovall	Worker
Shaminka Shoemaker	Worker
Elizabeth Ward	Worker

## West Clay Elementary

Anna Owens	Manager
Debrough Bell	Worker

## Fifth Street Junior High

Lakeshia McMillian	Manager
Dana Armstrong	Worker
Gwanda Brown	Worker
Ozara Edwards	Worker
Jeoucious Shoemaker	Worker
Teresa Walker	Worker

## West Point High School - North

Lakeshia Stark	Manager
Kathleen Gladney	Assistant Manager
Dianne Coggins	Worker
Marie Griffin	Worker
Lois Taylor	Worker

## West Point High School-South

Jessica Binder	Manager
Tiffany Hannah	Assistant Manager
Virginia Lee	Worker
Temika Melton	Worker
Angela Walker	Worker
Linda Wicker	Worker



## MAINTENANCE DEPARTMENT

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

Rickey Melton  
Lawrence Amos  
Jericho Bates  
Thomas Rice  
Stephen Scott, Jr.  
Kenneth Brooks White

Maintenance Director  
Custodial Supervisor  
HVAC Technician  
Maintenance  
Maintenance  
Maintenance



### Custodial Staff

#### Central Office/Annex/IT

Ruby Matthews

#### East Side

##### **Beatrice Kelly\***

Deborah Jones  
Alneda Petty  
George Randle

#### Church Hill

##### **Sue Della Smith\***

Jaliyah Gladney  
Betty McGee  
Joel Mitchell

#### South Side

##### **Kearia Watts\***

Wendell Bennett  
Casandra Bradshaw  
Tonica Hammond

#### West Clay Elementary

##### **Monica Smith\***

Johnny Taylor  
Bob Logan

#### Athletic Department

Thomas (TC) Harris\*

#### Fifth Street School

##### **Georgia Bell\***

Eva Heard  
Mary Hogan  
Vicki McFarland  
George Ewell  
Betty Wilson

#### WPHS - North

##### **Lou Ivy\***

Geneva Davenport  
Abner Tallie  
Doris Smith  
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

## **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 prorated 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 prorated 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*

## BEREAVEMENT LEAVE

The West Point Consolidated School District provides time off work to employees when eligible family members pass away.

Employees may be granted a maximum of two (2) days in a school year for bereavement leave for an immediate family member or spouse's family member whose title contains any of the following:

- Husband
- Wife
- Mother
- Father
- Son
- Daughter

Employees may be granted a maximum of one (1) day in a school year for bereavement leave for an immediate family member or spouse's family member whose title contains any of the following:

Brother, Sister, Grandparents, Grandson, Granddaughter

Bereavement leave will be paid leave and may be granted to attend services at the time of the event. To receive bereavement leave, the employee is required to submit proper documentation to the school administrator.

*Reference: Board Policy GBRIAD - Bereavement Leave (Revised 5/13/2019)*

## STAFF TIME RECORDS

The work week for the West Point Consolidated School District begins on Sunday and ends on Saturday. Time records for every district employee shall be maintained through the use of time clocks and time attendance software. All time records will be maintained at the Superintendent's Office.

Employees shall furnish all information requested for accurate time records and shall record the exact time of arrival and departure from work in the time clock system.

## CONSEQUENCES FOR FAILURE TO CLOCK IN/OUT

Employee failure to clock in/out will result in the following consequences *per each payroll period*:

- First Occurrence - Verbal warning from supervisor
- Second Occurrence - Written warning from supervisor
- Third Occurrence - Meeting with supervisor
- Fourth Occurrence - Written warning from the Superintendent
- Fifth Occurrence - Review of record by Superintendent with possible termination

At the beginning of a new payroll period, every employee's record will reset to zero incidents.

Employees should clock in/out and submit a time edit request in the time clock system immediately upon realization of failure to clock in/out. The employee should then complete the "Failure to Clock In/Out Form" and sign the form along with their supervisor at the time of occurrence. Emergency situations will be reviewed on an individual basis to determine if an incident has occurred.

Further, it is the employee's responsibility to enter his/her time edits and leave requests in the time clock system. Any time unaccounted for will be docked from his/her payroll check for that pay period. If the employee makes a correction for the unaccounted time for which he/she has been docked, reimbursement may be issued with the following month's payroll:

1. An employee's pay may be docked for failure to enter a leave request which results in time reported as not worked.
2. An employee's pay may be docked for failure to request an edit or entering an edit incorrectly, which results in time reported as not worked.
3. An employee who has two job descriptions (i.e. Teacher/Tutor), must clock in/out under the correct job.

#### EMPLOYEE INCENTIVE PROGRAM

Each staff member of the department/school with the least incidences will be rewarded with an additional day of sick leave at the end of the semester. First semester rewards will be allocated in January and second semester rewards will be allocated in June. No department may be rewarded more than once per fiscal year.

*Reference Board Policy GBRCB Timeclock Procedures - Revised 2/10/2020*

#### **DRUG AND ALCOHOL USE, POSSESSION AND TESTING**

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

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

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 students 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.

*Reference: Board Policy JCDAC – Drug and Alcohol Use, Possession or Reasonable Suspicion*

#### **FUND RAISING PLANS**

All fund raising activities sponsored by classes, clubs, and organizations of the West Point Consolidated School District shall be for educational purposes and justified by the faculty sponsor and building principal in writing. The following information should be included:

1. Identification of fund raising activity;
2. Purpose of fund raising activity;
3. Length of time to be allocated to the fund raising activity;
4. Scope of fund raising activity (i.e., school, schools of the district, community);
5. Amount of funds needed.

This information shall be submitted to the superintendent through the building principal. Written approval from the superintendent or his designee shall be received prior to initiating any fund raising activity.

*Reference: Board Policy JK - Fund Raising Plans*

## FOOD SERVICE

This Board stipulates that the latest regulations of the State School Lunch Program shall be the regulations under which the school lunch program of the District shall operate.

1. It shall be the responsibility of the principal to arrange the schedule so that the children will at all times enter the cafeteria, eat their lunch, and return to their classrooms in an unhurried and relaxed manner. Teachers will come down the serving lines with their class at serving time in order to keep the serving line moving on schedule and to supervise the behavior of their children. Dissatisfaction with the manner in which the cafeteria prepares and serves food and any recommendation for improvement will be expressed to the principal who will take the matter under advisement with the cafeteria administrators.
2. No lunches will be served to carry out of the dining area.
3. Bulletins issued each day by the secondary schools should be given the manager in order that she may know the activities for the day -- more especially if it affects the lunchroom as to the number to be served. Information regarding large groups leaving campus who ordinarily eat shall be given the manager the day before the event takes place.
4. The Director of Food Services must be notified at least 3 weeks in advance of any change in menu, special dinners, etc.
5. Children bringing lunches from home may purchase one only half pint of milk to add to their lunches.
6. Periods during the day may be planned by the principal whereby the student may purchase one only half pint of milk before lunch and before leaving the school in the afternoons, but the milk will have to be consumed on the school premises.
7. Children are not allowed in the kitchen.
8. Teachers are to be served from serving lines only.
9. Teachers are not to come into the kitchen for special service.
10. Relatives of school lunch employees shall not be granted privileges denied other children.
11. Beverages other than milk shall not be consumed in the dining room during the lunch period except in an unidentifiable container.
12. Free or reduced price meals to qualified children will be served.
13. Foods and beverages available in the lunchroom shall be only those which contribute both to the nutritional needs of the child and to the development of desirable food habits.
14. No one except employees shall be admitted to the kitchen during preparation and serving hours except repairmen, deliverymen, or persons in possession of a current health card.
15. No lunches may be charged for anyone at any time.

## **COMPETITIVE FOODS REGULATION**

1. No food items will be sold on the school campus for one hour before the start of any meal service period.
2. The school food service 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 requirements of the age group being served.
3. With the exception of milk products a student may purchase individual components of the meal only if the full meal unit is being purchased.
4. Students who bring lunch from home may purchase milk products.

## **SCHOOL MEAL CHARGE POLICY**

1. Student meals may be charged for a maximum of 3 days for grades Pre K - 6th.
2. Parents/Students must make arrangements with the administration prior to entering the cafeteria after the maximum number of meals has been charged.
3. All charges must be fully cleared at the end of the semester.
4. No ala-carte items may be charged.

*Reference Board Policies JGH - Competitive Food Choice and JGHR - Food Service*

## **CIPA POLICY - 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 cancellation of those privileges.

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

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

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

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

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

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

- Users should abide by the acceptable use policies when using school devices off the school network as on the school network.
- Users are expected to treat these devices with extreme care and caution.
- Users should report any loss, damage, or malfunction to IT staff immediately.
- Users will be financially accountable for any damage resulting from negligence or misuse.
- Use of school-issued mobile devices off the school network will be monitored.

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

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

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

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

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

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

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

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

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

#### Examples of Acceptable Use

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

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

#### Examples of Unacceptable Use

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

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

*Reference Board Policy IJB - CIPA Policy - Acceptable Use*

## **INTERNET SAFETY POLICY**

### Introduction

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

### Definitions

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

### Access To Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the West Point Consolidated School District 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's staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Director or designated representatives. The West Point Consolidated School District or designated representatives will provide age-appropriate training for students who use the West Point Consolidated School District's Internet facilities. The training provided will be designed to promote the west Point Consolidated School District's commitment to:

- The standards and acceptable use of Internet services as set forth in the West Point Consolidated School District's Internet Safety Policy;
- Student safety with regard to:
  - safety on the Internet
  - appropriate behavior while online, on social networking websites, and
  - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

*Reference Board Policy IFBGAA - Internet and Computer Safety Policy*

## **TECHNOLOGY AND INSTRUCTION / ELECTRONIC INFORMATION RESOURCES**

The Internet is a computer "network of networks" used by educators and others to gather and share information. When used to educate and inform, the Internet can be an effective, efficient classroom tool to promote student learning. Students should use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate additional educational resources.

This board believes that Library media specialists and teachers have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. The Internet is a fluid, global environment in which information is constantly changing, thereby making it impossible to predict with certainty what information students might locate. Availability of information to students on the Internet does not imply endorsement by this school district.

Administrative guidelines for student exploration and use of electronic information resources shall address issues of privacy, ethical use of information with respect to intellectual property, illegal uses of networks, and conditions of usage. In developing such guidelines, the administration will strive to preserve student rights to examine and use information to meet the educational goals and objectives of this school district.

The guidelines shall include language affirming that:

- Students have the right to examine a broad range of opinions and ideas in the educational process, using and exchanging information and ideas on the Internet.
- Students are responsible for the ethical and educational use of their own Internet accounts.
- Students have a responsibility to respect the privacy of other Internet users.

Failure to abide by board policy and administrative regulation governing use of the district's system may result in the suspension and/or revocation of system access. Additionally, student violation may result in disciplinary action up to and including suspension or expulsion. Staff violation may also result in disciplinary action up to and including dismissal. Fees or other charges may be imposed.

The Mississippi Public School Accountability Standard for this policy is standard 18.

CROSS REF.: Policy IJ-R - Internet Use by Students

*Reference: Board Policy IJ Technology and Instruction/Electronic Information Resources*

## **DISTANCE/ONLINE LEARNING**

During times of emergency closures, the teachers and staff of the West Point Consolidated School District may have to deliver educational services through distance learning. Distance Learning, also called distance education and online learning, is a method of studying in which lectures are broadcast or classes are conducted by correspondence or over the internet, without students needing to attend a school. Distance learning techniques may include, but is not limited to, mailed hard copy materials, web-based instruction, and/or online materials. District employees will be trained in using technology to deliver academic content in order to continue to support high quality student learning.

*Reference: Board Policy IAAA - Distance/Online Learning Adopted 8/10/2020*

## **STAFF CONDUCT ON VIRTUAL MEETINGS**

The West Point Consolidated School District recognizes that distance learning methods may have to be instituted or other virtual meetings may have to take place at different times during the school year. During these periods of virtual interaction, the staff shall abide by the guidelines set forth in this and other relevant board policies. Access to virtual meetings must be used in a responsible, safe, ethical, and legal manner. Failure to adhere to board policy shall result in disciplinary action up to termination.

## **Virtual Platform Usage**

Staff members shall only use board approved methods of conducting virtual meetings. Available platforms will need to be screened for security and approved ahead of time before any staff member may use a platform to conduct virtual meetings involving school business. A staff member shall seek approval from his/her superintendent before using any method of virtual meeting that has not been board approved.

Virtual meetings shall only be used when necessary, when meeting in person is unavailable, and/or when conducting physical meetings is against recommendations from the district's superintendent. Staff members shall conduct themselves in a professional manner while participating in virtual meetings with students, parents, other staff members, or district administration. All board policies and procedures shall be followed at all times.

As expected of any class interaction, participants are expected to treat each other with courtesy and respect. Abuse in the form of intimidation, harassment, or threatening behavior directed towards any teacher, student, or administrative staff will not be tolerated.

No person shall enter, or attempt to enter, a virtual session fraudulently using the name or likeness of another student, faculty, or staff member.

## **Student Communication**

All communications with students over virtual meetings shall remain professional and shall be for educational purposes only. Any inappropriate material used during a virtual meeting including, but not limited to, sexual material, derogatory material, and/or items exhibiting drugs and/or alcohol is strictly prohibited. Social media shall never be used or approved as a communication method.

When conducting distance learning or any other virtual meeting with students, a minimum number of three (3) students must be present.

If individual instruction is required due to individualized education plans or 504 plans parental presence is required throughout the duration of the instruction.

## **Disclosure of Information**

Staff shall be aware of the information that is being disclosed over virtual meetings to students, parents, or other staff members. Information shall only be shared that is relevant to instruction and no information shall be shared that violates state or federal law including the Family Educational Rights and Privacy Act (FERPA).

FERPA protects personally identifiable information (PII) from students' education records from unauthorized disclosure. FERPA defines education records as "records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution." Staff shall be aware of what constitutes personally identifiable information and shall only share information in accordance with the Family Educational Rights and Privacy Act.

Staff shall take care when sharing protected information, whether by FERPA or any other state or federal law, and shall only disclose information over a virtual meeting when necessary or when other methods, such as in person or in writing, is not feasible.

## **Professional Educator Code of Conduct**

During all interactions over virtual platforms, staff shall be aware of and adhere to the Mississippi Educator Code of Ethics and Standards of Conduct. All behavior and material shared shall be in compliance with the code of conduct at all times.

## RESPONSIBLE USE OF DISTRICT USED TECHNOLOGY

The West Point Consolidated School District (WPCSD) provides the privilege of technology for use in the schools and distance learning situations. Use of any district technology, including the use of devices and other technology under the Mississippi Equity in Distance Learning Grant Program, shall only be used for its intended purpose and for school purposes.

Before being given permission to use district technology, each employee is required to sign the WPCSD Employee - Device Checkout Agreement and each student's parent(s)/guardian(s) is required to sign the WPCSD Student - Device Checkout Agreement.

Fines may be assessed for any intentional loss or damage of any school district devices.

Each user of district technology will:

1. Use school technology for school-related purposes only.
2. Treat school technology and devices with care and alert staff if there are any problems with operation.
3. Return district technology in the same manner as it was received minus normal wear and tear.

The District shall assume the control of ownership and liability for personal devices and other equipment purchased under the Equity in Distance Learning Grant Program until the personal device or other equipment:

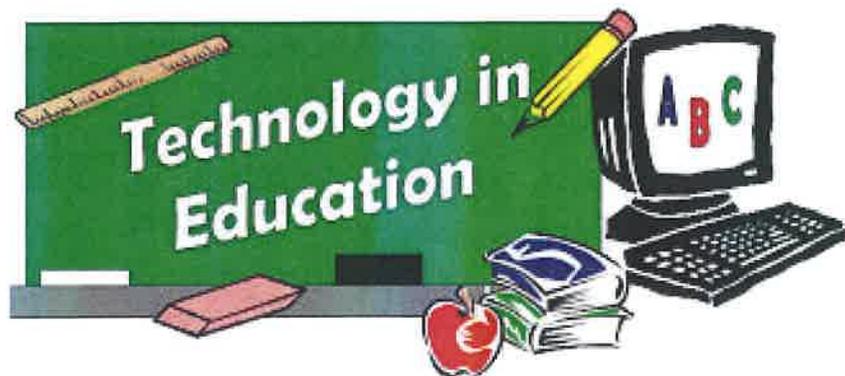
1. No longer serves the school or related school purposes for which it was acquired and is sold by public auction under Section 17-25-25;
2. Is sold to students in Grade 12 under the provisions of Section 37-7-459; or
3. Is traded in to a vendor as part of a subsequent purchase

The superintendent shall compile and maintain an inventory list of all devices purchased and issued to students, teachers and administrators, and other staff, as well as any supporting technology or equipment used to support the school's distance learning plan.

*Reference Policy IJBD - Responsible Use of District Issued Technology Adopted 8/10/2020*

*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.

