

West Point High School



Student Handbook 2021-2022

“Expect Excellence Every Day”

We are what we
repeatedly do,
EXCELLENCE
therefore is not
an ACT, but a
HABIT



FOREWORD

This handbook has been prepared for the benefit of both parents and students. The main objectives are to provide information concerning the organization and administration of the school program and to help students establish positive school habits and favorable attitudes toward the school and all of its activities.

It is essential that rules and regulations be followed to avoid confusion. Students of West Point High School are to adhere to the rules contained in the handbook as well as to the regulations of the Board of Trustees of the West Point Consolidated School District.

DISCLAIMER: The policies in this handbook are subject to be changed due to updates by the state department of education, district school board, and/or administration of the high school. Updates to this handbook will be communicated in a timely manner.

WEST POINT CONSOLIDATED SCHOOL DISTRICT

Superintendent – Burnell McDonald
Assistant Superintendent – Dr. Jermaine Taylor
Assistant Superintendent - Reita Humphries
Special Services – Jeanette Longstreet
Testing Coordinator – Kris Hollis
Principal WPHS-SC– Dr. Kendall Pickens
Assistant Principal WPHS-SC – Felecia Shumaker
Assistant Principal WPHS-SC – Jacob Gentry
Principal WPHS-NC– Dr. Wynesther Cousins
Assistant Principal WPHS-NC – Dr. Shameeka Deanes
Career & Technology Center Director – Patrick Ray
Athletic Director – Chris Chambless

NOTICE OF NON-DISCRIMINATION

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

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

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IMPORTANT NUMBERS FOR WEST POINT HIGH SCHOOL

| | |
|---|----------|
| Superintendent's Office | 494-4242 |
| South Campus Phone | 494-5083 |
| South Campus Fax | 494-0969 |
| North Campus Phone | 494-6665 |
| North Campus Fax | 494-6515 |
| Dr. Kendall Pickens, Principal (South Campus) | 494-5083 |
| Felecia Shumaker, Assistant Principal (South Campus) | 494-5083 |
| Jacob Gentry, Assistant Principal (South Campus) | 494-5083 |
| Cynthia Thomas, Administrative Assistant (South Campus) | 495-2416 |
| Geraldine Gunn, Administrative Assistant (South Campus) | 495-2020 |
| Santana Quinn, Administrative Assistant (South Campus) | 495-2023 |
| Quan Boyd, Counselor Grades 12 (South Campus) | 495-2022 |
| Stacy Ricks, Counselor Grades 10-11 (South Campus) | 494-2796 |
| Dr. Wynesther Cousins, Principal (North Campus) | 494-6665 |
| Dr. Shameeka Deanes, Assistant Principal (North Campus) | 494-5083 |
| Kathy Coggins, Administrative Assistant (North Campus) | 495-2018 |
| Leterice Townsend, Counselor Grades 8-9 (North Campus) | 492-5872 |
| Patrick Ray, Career & Technology Center Director | 494-6176 |
| Deandra Lockett, Administrative Assistant (CTC) | 494-6176 |
| Lona Rosetti, Counselor (CTC) | 492-5882 |
| Chris Chambless, Athletic Director | 494-3086 |
| Kimberly Lenoir, Athletic Administrative Assistant | 495-2016 |
| Kwamarcus Stevenson, Attendance Officer | 494-2284 |
| JROTC | 494-8320 |
| Band Hall | 494-1463 |
| Jaqueline Crump, School Nurse Grades 8-12 | 495-1076 |

West Point Consolidated School District

2021-2022 School Calendar

School Board Approved 3/8/2021

| DATE | DAY OF WEEK | EVENT |
|-------------------------|----------------------|---|
| July 5 | Monday | INDEPENDENCE DAY HOLIDAY OBSERVED |
| August 3 | Tuesday | New Teacher Orientation |
| August 4 - 5 | Wednesday - Thursday | Professional Development |
| August 6 | Friday | First Day for Students |
| September 6 | Monday | LABOR DAY HOLIDAY |
| September 7 | Tuesday | Classes Resume |
| October 8 | Friday | <i>End 1st Grading Period</i> |
| October 18* | Monday | FALL BREAK |
| October 19 | Tuesday | Parent Conferences (student holiday)/Report Cards Issued |
| October 20 | Wednesday | Classes Resume |
| November 22 - 26 | Monday - Friday | THANKSGIVING HOLIDAYS |
| November 29 | Monday | Classes Resume |
| December 2 I | Tuesday | <i>End 1st Semester & 2nd Grading Period</i> |
| December 22 - January 4 | Wednesday - Tuesday | CHRISTMAS HOLIDAYS |
| January 5 | Wednesday | Professional Development (student holiday) |
| January 6 | Thursday | Classes Resume |
| January 13 | Thursday | Report Cards Issued |
| January 17 | Monday | MARTIN LUTHER KING HOLIDAY |
| January 18 | Tuesday | Classes Resume |
| February 7 | Monday | Parent Conferences (student holiday)/Progress Reports(Inclement weather makeup day) |
| February 8 | Tuesday | Classes Resume |
| March 11 | Friday | <i>End 3rd Grading Period</i> |
| March 14 - 18 | Monday - Friday | SPRING BREAK |
| March 21 | Monday | Classes Resume |
| March 28 | Monday | Report Cards Issued |
| April 15 - 18 | Friday - Monday | GOOD FRIDAY & EASTER MONDAY (April 18" – Inclement weather makeup day) |
| April 19 | Tuesday | Classes Resume |
| May 20 | Friday | GRADUATION at MSU (<i>tentative</i>) |
| May 24 | Tuesday | Last Day for Students |
| May 24 | Tuesday | <i>End 2nd Semester & 4th Grading Period</i> |
| May 26 | Thursday | Last Day for Teachers & Assistants/Report Cards Issued |
| May 30 | Monday | MEMORIAL DAY HOLIDAY |

* 12 month employees do not get this holiday.

180 Days for Students

187 Days for Teachers and Teacher Assistants

ABSENTEE POLICY

A student is expected to be in school every day. All absences are unexcused (and thereby unlawful) unless deemed excused by the West Point Consolidated School District as governed by Mississippi Compulsory School Attendance Law.

Excused Absences:

The following are the only reasons for which an absence or absences may be considered excused:

1. Attendance at an authorized school activity (Prior approval of the principal is required.)
2. Illness or injury which prevents the student from being physically able to attend school (A doctor's note is the preferred evidence of illness or injury. The district will accept no more than two notes per semester from parents or guardians to excuse personal illness or injury).
3. When isolation is ordered by the county health officer, by the State Board of Health, or appropriate school official.
4. Death or serious illness of a member of the immediate family, which includes children, spouse, grandparents, parents, brothers, sisters, stepbrothers, and stepsisters.
5. A medical or dental appointment (Prior approval of the principal is required except in the case of emergency. A doctor's note must be provided upon the student's return to school).
6. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness (Prior approval of the principal is required except in the case of emergency).
7. Observance of a religious event (Prior approval of the principal is required).
8. Participation in a valid educational opportunity, such as travel including vacations or other family travel (Prior approval of the principal is required).
9. Other conditions sufficient to warrant nonattendance, with prior approval of the principal. However, no absences shall be excused when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.

Note:

- **Documentation of illness, injury, death of a family member, and/or court appearance must be presented to the school within seven (7) days of the student's return to school.** No documentation regarding absences will be accepted beyond this time; therefore, absences will remain unexcused (and thereby unlawful).
- After 5 unexcused absences in a course the parents will be notified by letter informing them of the number of days absent and the consequence of future absences.
- A parent is encouraged to call and verify the absence by 8:00 a.m. the day the student is absent.
- If a student is more than 10 minutes late to any class or leaves class early, he/she is counted absent from that class period. Any student who is out of class for more than 10 minutes without proper authorization will be considered as skipping and will be subject to disciplinary action.

ASBESTOS INSPECTION OF SCHOOL BUILDINGS

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

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

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

ACADEMIC ACHIEVEMENT BANQUET/SMARTY PARTY QUALIFICATIONS

Students in the 9th through 12th grades who are enrolled in a diploma program are eligible to attend the Academic Achievement Banquet if they maintain an overall average of 90 or above for the Spring and Fall Semesters for the previous and present school years respectively. In averaging the grades, the following courses are not included: band, chorus, Driver's Education, Physical Education, Employability Skills, and Learning Strategies. Consecutive Achievers are chosen based on maintaining a 90 average for four years in the West Point Consolidated School District.

8th grade students must maintain an overall average of 90 or above for the Spring and Fall Semesters for the previous and present school years respectively.

ACCEPTABLE USE FOR INTERNET AND COMPUTERS (SCHOOL BOARD POLICY IJB-CIPA)

SEE APPENDIX PAGE 33-36

ACTIVE PARENT AND ACTIVE STUDENT

Active Parent and Active Student are free on-line tools, available through West Point Consolidated School District, which allow parents and students access to students' grades, attendance and discipline records. Parents may pick up the form in the main office or register at Parent Orientation. A student may request his/her Active Student username and password from his/her homeroom teacher.

ADD AND DROP POLICY FOR COURSES

All students are given a two-day grace period when they will not be penalized for dropping a class. The grace period in which they may drop a course is during the first two days of school or three meetings of a class. This does not apply to 8th grade students.

Every effort is made to see that each student's schedule is correct; however, mistakes are sometimes made. If possible, corrections will be made during the first two weeks of the school year. Students who have any mistakes on their schedules should see one of the counselors and request a change. These requests will be approved or denied on an individual basis by the principal, and the students will be informed by the counselors.

ADMISSION TO ANY MISSISSIPPI UNIVERSITY

1. Complete the College Prep Curriculum with a minimum 3.2 grade point average.
2. Complete the College Prep Curriculum with a minimum 2.5 grade point average and score at least 16 or higher on the ACT (at least 650 on the SAT) or rank in the upper 50% of your class and score at least 16 or higher on the ACT (at least 650 on the SAT).
3. Complete the College Prep Curriculum with a minimum 2.0 grade point average and score 18 or higher on the ACT (at least 740 on the SAT).
4. Satisfy the NCAA standards for student-athletes who are "full qualifiers" under Division I guidelines.

ADVANCED PLACEMENT CLASSES

PRE-REQUISITES FOR AP CLASSES:

AP STATS-Algebra 2 or Algebra 3 with a grade of 85 or above

AP CALCULUS-Algebra 2 or Algebra 3 with a grade of 85 or above

AP CHEMISTRY-Honors Chemistry and Biology I with a grade of 85 or above

AP ENGLISH-LANGUAGE Honors English II or English II with 90 above average

AP ENGLISH-LITERATURE- AP English Literature with a grade of 85 or above, English III 90 or above

AP WORLD HISTORY- Regular MS Studies and World Geography 90 and above

AP US HISTORY-AP World History with a grade of 85 or above, World History with a grade of 90 or above

*****NOTE: Students who enroll in an Advanced Placement class are required to take the corresponding Advanced Placement Exam at the end of the course in order to receive credit for that course.**

ALTERNATIVE SCHOOL POLICY

Students who have met the criteria defined in their home school handbook, in accordance to District and State policy for alternative school assignment, will be eligible for alternative school placement. Students are to be assigned alternative placement for a period of not less than one semester unless approved by both the principal of the referring school, or their designee, and the alternative school principal.

Placement Procedures:

1. Student has met requirements for placement as defined by school, district, and state policies and laws.
2. Student's parents have been given proper notification and have been given the opportunity for a disciplinary hearing or school board hearing or have waived their right to a hearing.
3. The parent or guardian of the student being assigned alternative placement must meet with the alternative school principal to complete alternative school enrollment and to go over alternative policies and procedures. Students will not be allowed to begin placement until a parent conference has been conducted.

Return Procedures:

1. In order to be able to return to the high school at the end of his/her placement, the student must meet the required criteria as

set forth in the West Point Learning Center’s student handbook.

2. The parent or guardian of the student returning from alternative school must meet with a home school administrator to go over the return procedures for his/her child. Students will not be allowed to return to their home school until a parent conference has been conducted.
3. All students returning to their home school will be on probation for a semester. Violation of probation will result in return to alternative school for a period of not less than one full grading period*. A disciplinary hearing will not be required for students violating probation unless a placement of greater than two full nine weeks is requested. **During the probationary period, ANY disciplinary infraction that would result in In-School Suspension (ISS) or Out of School Suspension (OSS) may result in the immediate placement at alternative school for a period of not less than one full semester.**

BELL SCHEDULE

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p style="text-align: center;">8th Grade Monday Bell Schedule</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 15%;">1st Block</td><td style="width: 15%;">8:00 – 8:45</td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr> <tr><td>2nd Block</td><td>8:51 – 9:36</td><td></td><td></td><td></td><td></td></tr> <tr><td>3rd Block</td><td>9:40 – 10:25</td><td></td><td></td><td></td><td></td></tr> <tr><td>4th Block</td><td>10:31 – 11:16</td><td></td><td></td><td></td><td></td></tr> <tr><td>5th Block</td><td>11:20 – 12:29</td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>Lunch</td><td>1st</td><td>11:20 – 11:38</td><td></td><td></td></tr> <tr><td></td><td></td><td>2nd</td><td>11:41 - 11:59</td><td></td><td></td></tr> <tr><td>6th Block</td><td>12:35 – 1:20</td><td></td><td></td><td></td><td></td></tr> <tr><td>7th Block</td><td>1:24 – 2:09</td><td></td><td></td><td></td><td></td></tr> <tr><td>8th Block</td><td>2:15 – 3:00</td><td></td><td></td><td></td><td></td></tr> </table> | 1 st Block | 8:00 – 8:45 | | | | | 2 nd Block | 8:51 – 9:36 | | | | | 3 rd Block | 9:40 – 10:25 | | | | | 4 th Block | 10:31 – 11:16 | | | | | 5 th Block | 11:20 – 12:29 | | | | | | Lunch | 1 st | 11:20 – 11:38 | | | | | 2 nd | 11:41 - 11:59 | | | 6 th Block | 12:35 – 1:20 | | | | | 7 th Block | 1:24 – 2:09 | | | | | 8 th Block | 2:15 – 3:00 | | | | | <p style="text-align: center;">Grades 9-12 Regular Bell Schedule</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 15%;">1st Block</td><td style="width: 15%;">8:00 – 9:36</td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr> <tr><td>2nd Block</td><td>9:40 – 11:16</td><td></td><td></td><td></td><td></td></tr> <tr><td>3rd Block</td><td>11:20 – 1:20</td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>Lunch</td><td>1st</td><td>11:25 – 11:50</td><td></td><td></td></tr> <tr><td></td><td></td><td>2nd</td><td>11:55 - 12:20</td><td></td><td></td></tr> <tr><td></td><td></td><td>3RD</td><td>12:25 – 12:50</td><td></td><td></td></tr> <tr><td></td><td></td><td>4TH</td><td>12:55 - 1:20</td><td></td><td></td></tr> <tr><td>4TH Block</td><td>1:24 – 3:00</td><td></td><td></td><td></td><td></td></tr> </table> | 1 st Block | 8:00 – 9:36 | | | | | 2 nd Block | 9:40 – 11:16 | | | | | 3 rd Block | 11:20 – 1:20 | | | | | | Lunch | 1 st | 11:25 – 11:50 | | | | | 2 nd | 11:55 - 12:20 | | | | | 3 RD | 12:25 – 12:50 | | | | | 4 TH | 12:55 - 1:20 | | | 4 TH Block | 1:24 – 3:00 | | | | |
| 1 st Block | 8:00 – 8:45 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 nd Block | 8:51 – 9:36 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 rd Block | 9:40 – 10:25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 th Block | 10:31 – 11:16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 th Block | 11:20 – 12:29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Lunch | 1 st | 11:20 – 11:38 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2 nd | 11:41 - 11:59 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 th Block | 12:35 – 1:20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 th Block | 1:24 – 2:09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 th Block | 2:15 – 3:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 st Block | 8:00 – 9:36 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 nd Block | 9:40 – 11:16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 rd Block | 11:20 – 1:20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Lunch | 1 st | 11:25 – 11:50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2 nd | 11:55 - 12:20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 3 RD | 12:25 – 12:50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 4 TH | 12:55 - 1:20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 TH Block | 1:24 – 3:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p style="text-align: center;">8th Grade Tuesday thru Friday Bell Schedule</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 15%;">1st Block</td><td style="width: 15%;">8:00 – 9:36</td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr> <tr><td>2nd Block</td><td>9:40 – 11:16</td><td></td><td></td><td></td><td></td></tr> <tr><td>3rd Block</td><td>11:20 – 1:20</td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>Lunch</td><td>1st</td><td>11:25 – 11:50</td><td></td><td></td></tr> <tr><td></td><td></td><td>2nd</td><td>11:55 - 12:20</td><td></td><td></td></tr> <tr><td></td><td></td><td>3RD</td><td>12:25 – 12:50</td><td></td><td></td></tr> <tr><td></td><td></td><td>4TH</td><td>12:55 - 1:20</td><td></td><td></td></tr> <tr><td>4TH Block</td><td>1:24 – 3:00</td><td></td><td></td><td></td><td></td></tr> </table> <p>Note***</p> <ul style="list-style-type: none"> • Tuesday & Thursday students will report to their 1st, 3rd, 5th, & 7th block classes. • Wednesday & Friday students will report to their 2nd, 4th, 6th, & 8th block classes. | 1 st Block | 8:00 – 9:36 | | | | | 2 nd Block | 9:40 – 11:16 | | | | | 3 rd Block | 11:20 – 1:20 | | | | | | Lunch | 1 st | 11:25 – 11:50 | | | | | 2 nd | 11:55 - 12:20 | | | | | 3 RD | 12:25 – 12:50 | | | | | 4 TH | 12:55 - 1:20 | | | 4 TH Block | 1:24 – 3:00 | | | | | <p style="text-align: center;">Grades 9-12 Activity Schedule</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 15%;">1st Block</td><td style="width: 15%;">8:00 – 9:22</td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr> <tr><td>2nd Block</td><td>9:26 – 10:48</td><td></td><td></td><td></td><td></td></tr> <tr><td>3rd Block</td><td>10:52 – 12:39</td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>Lunch</td><td>1st</td><td>10:57 – 11:22</td><td></td><td></td></tr> <tr><td></td><td></td><td>2nd</td><td>11:22 - 11:47</td><td></td><td></td></tr> <tr><td></td><td></td><td>3RD</td><td>11:47 – 12:12</td><td></td><td></td></tr> <tr><td></td><td></td><td>4TH</td><td>12:12 - 12:37</td><td></td><td></td></tr> <tr><td>4TH Block</td><td>12:41 – 2:03</td><td></td><td></td><td></td><td></td></tr> <tr><td>Activity</td><td>2:03 – 3:00</td><td></td><td></td><td></td><td></td></tr> </table> | 1 st Block | 8:00 – 9:22 | | | | | 2 nd Block | 9:26 – 10:48 | | | | | 3 rd Block | 10:52 – 12:39 | | | | | | Lunch | 1 st | 10:57 – 11:22 | | | | | 2 nd | 11:22 - 11:47 | | | | | 3 RD | 11:47 – 12:12 | | | | | 4 TH | 12:12 - 12:37 | | | 4 TH Block | 12:41 – 2:03 | | | | | Activity | 2:03 – 3:00 | | | | | | | | | | |
| 1 st Block | 8:00 – 9:36 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 nd Block | 9:40 – 11:16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 rd Block | 11:20 – 1:20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Lunch | 1 st | 11:25 – 11:50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2 nd | 11:55 - 12:20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 3 RD | 12:25 – 12:50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 4 TH | 12:55 - 1:20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 TH Block | 1:24 – 3:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 st Block | 8:00 – 9:22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 nd Block | 9:26 – 10:48 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 rd Block | 10:52 – 12:39 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Lunch | 1 st | 10:57 – 11:22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2 nd | 11:22 - 11:47 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 3 RD | 11:47 – 12:12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 4 TH | 12:12 - 12:37 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 TH Block | 12:41 – 2:03 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Activity | 2:03 – 3:00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

BULLYING OR HARRASSING BEHAVIOR/CYBER BULLYING

SEE APPENDIX PAGE -30-31

BUILDING HOURS

The building will be open to students beginning at 7:30a.m. West Point High School will remain open after school for school activities and club meetings. No club or activity should hold after school meetings without sponsor supervision. Students who are not involved in a club or organizational meeting should exit the building and school premises at the conclusion of the school day.

CAFETERIA

Students are expected to arrive on time and be courteous and refined in their cafeteria manners. Strict adherence to the breakfast and lunch schedule will be observed. Students are expected to clean up after themselves. School personnel is not responsible for lost/stolen lunches. Parents may leave a student’s lunch in the office but may not take food to the cafeteria.

A schedule has been arranged so that each class has an assigned time to go the cafeteria. An orderly lunch line shall be maintained with no breaking the line. No foods or drinks shall be removed from the cafeteria. No foods from competitive businesses may be brought into the cafeteria (fast food, pizza, etc.). **Students are not allowed to sell items during school hours including fund raising items.** Items will be confiscated and not returned. Breakfast and lunch is available each day in the cafeteria at no cost to the students.

Students who damage any school property or equipment may be fined the cost of repair or replacement.

District: West Point Consolidated School District

Section: J - Students

Policy Code: JGH - Competitive Food Choices

COMPETITIVE FOODS

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

1. No food items will be offered to, purchased by, or delivered to students on the school campus through sale, service, class parties or club parties for one (1) hour prior to or one (1) hour after any meal services provided.
2. The school food service staff shall serve only those foods which are components of the approved federal meal patterns being served (or milk products) and such additional foods as necessary to meet the caloric requirement of the age group being served.
3. A student may purchase additional individual components of a meal only if he/she purchases a full meal unit. Water and milk products may be purchased without purchasing a meal.
4. A student may purchase individual components of the meal only if the full meal unit is being purchased also, with the exception of water and milk.

District: West Point Consolidated School District

Section: J - Students

Policy Code: JE - Cell Phone/Electronic Devices

USE OF ELECTRONIC COMMUNICATION DEVICES

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

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

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

Adopted Date: 7/20/2015

General Recording Policy:

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

Fighting - Recording a Fight:

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

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

CHEATING

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

CHECK-OUT PROCEDURES

In order to preserve classroom time and instruction, students may only be checked out at the **end of a class period** unless in the instance of an emergency as deemed so by an administrator.

Check out times for a regular school day is:

- **9:30 – 9:40 am**
- **11:10 – 11:20 am**
- **1:15 – 1:25 pm**

Due to the change of class times for events such as semester exams and early release days, checkout times will change on these days as well. These changes will be communicated to parents through writing and posted in the office.

CLASS RANK

Class rank will be based on the cumulative weighted grade point average (GPA) for academic courses taken in grades 9-12. The cumulative weighted GPA is based on a 100- point scale.

Graduate Recognition

The categories of recognition at the high school graduation ceremony will be as follows:

A. Valedictorian and Salutatorian

1. Students ranking first and second in the graduating class will be recognized as valedictorian and salutatorian, respectively.
2. Class rank will be based on cumulative weighted GPA for all academic courses taken in grades 9-12.
3. The valedictorian/salutatorian must have been a full-time student at West Point High School for their junior and senior year.
4. If there is a tie and more than one student is ranked first or more than one student is ranked second, based on the cumulative weighted GPA, then multiple recognition will be given to the students who qualify to be recognized as valedictorian and/or salutatorian.
5. It shall be the responsibility of the West Point High School principal and the guidance counselor(s) to identify those students who have earned the honor to be named valedictorian and salutatorian. The students named valedictorian and salutatorian should be recognized during senior's awards ceremony.

B. Honor Graduates

1. To graduate with honors, a student must have earned a cumulative weighted GPA of 90 or higher in academic courses taken in grades 9-12.
2. It shall be the responsibility of the West Point High School principal and the guidance counselor(s) to identify those students who have earned grades which qualify them to graduate with honors. Honor graduates are appropriately designated on the commencement program. A special honors cord will be worn during commencement ceremony to recognize graduates with honors indicating that the student has received said honor.

COUNSELING SERVICES

The guidance and vocational counselors are available for counseling on vocational plans, schedules, personal problems, and educational and occupational information. Students in a crisis situation will be seen by a counselor as soon as possible. Counselors will have a scheduled timeline for meeting with students about academic and occupational plans.

CONDUCT AND DISCIPLINE

Note: The level of the offense will be determined based on its severity by the administrator. For any offense the administrator may choose to use any of the consequences listed below or may use other consequences that are not listed.

| Level 1 Offenses | Level 1 Consequence Options |
|--|--|
| (1-1) Tardiness __Offense Number (1-2) Running and/or making excessive noise in hallways/cafeteria (1-3) Initiating or participating in any unacceptable physical contact, including, but not limited to, inappropriate physical displays of affection (1-4) In unauthorized area without a pass (1-5) Dress code violation (1-6) Loitering in the halls, common areas, etc. (1-7) Disruptive behavior (1-8) Student Harassment (1-9) Violation of Lab Safety (depending on offense) (1-10) Academic dishonesty (cheating, plagiarism, etc.) (1-11) Use of profanity <i>Repeated or severe offenses in this category may be considered a level 2 offense.</i> | <ul style="list-style-type: none"> ● Student Conference ● Mandatory Parent Conference ● Parent Contact ● Warning ● ISS <p><i>Other Consequences at Administrator's Discretion</i></p> |

| Level 2 Offenses | Level 2 Consequence Options |
|---|---|
| (2-1) Leaving the school grounds without permission (2-2) Skipping class or school (2-3) Insubordination (refusal to comply with rules, instructions) (2-4) Defiance, disrespect (disrespect or rudeness to staff or students, failure to serve detention) (2-5) Exhibition of any hostile actions (physical, verbal, written, etc.) (2-6) Violation of cell phone policy (2-7) Possession of any cell phone or electronic equipment without prior approval of the administration (2-8) Clothing, apparel, or accessories that signify membership or affiliation with any gang or social club associated with criminal activity (2-9) Using profane, obscene, indecent, immoral, or offense language and/or gestures, possession of obscene materials (2-10) Refusal to turn in cell phone to teacher or administrator (2-11) Behavior that disrupts instruction, exhaustion of classroom consequences (2-12) Sale of Snacks/Candy <i>Repeated or severe offenses in this category may be considered a level 3 offense.</i> | <ul style="list-style-type: none"> ● ISS for 1-5 Days ● OSS for 1-5 Days ● Mandatory Parent Conference ● Parent Contact ● Confiscation of Electronic Device for 10 days ● (Device can be picked up early for \$25) ● Items confiscated and not returned <p><i>Other Consequences at Administrator's Discretion</i></p> |

| Level 3 Offenses | Level 3 Consequence Options |
|---|---|
| (3-1) Fighting (3-2) Exhibition of any hostile actions ([physical, verbal, written) (3-3) Gambling (Dice, playing cards, Uno cards, dominos, etc.) (3-4) Theft of personal or school property (3-5) Acts which threaten the safety and/or well-being of students and/or staff (3-6) Use of intimidation, coercion, force, or extortion (includes bullying) (3-7) Vandalism/destruction of personal and/or school property (3-8) Sexual harassment/misconduct (3-9) Threats (verbal or written) towards a student (3-10) Verbal Altercation <i>Repeated or severe offenses in this category may be considered a level 4 offense.</i> | <ul style="list-style-type: none"> ● OSS for 1-10 Days ● Parent Contact ● Fined the cost of repair or replacement ● Recommendation of Alternative School Placement <p><i>Other Consequences at Administrator's Discretion</i></p> |

| Level 4 Offenses | Level 4 Consequence Options |
|--|---|
| (4-1) Possession, use, sale, or under the influence of tobacco, alcohol, illegal drugs, narcotics, controlled substance(s), e-cigarette/vapor, or paraphernalia (4-2) Assault on a student (4-3) Possession and/or use of a weapon (guns, knives, brass knuckles, metal hair picks, box cutter, cigarette lighter, or any object that is (4-4) Physical, written, or verbal threat or assault on a staff member (4-5) Group or gang related fight (4-6) Sexual Activity | <ul style="list-style-type: none"> ● OSS for 10 Days ● Recommendation of Alternative School Placement ● Receive Expulsion <p><i>Other Consequences at Administrator's Discretion</i></p> |

Alternative School Placement

If a student's number of referrals exceeds 9 total incidents, a possible alternative school placement may be considered. However, some discipline issues may result in alternative school placements before a student reaches 9 incidents.

In School Suspension (ISS) Policy:

Students sent to ISS must turn in cell phones and any other electronic devices, which will be returned at the end of the school day.

Students who are suspended to ISS will be allowed to complete work and receive full credit. If student refuses to complete work in ISS, the student will receive a zero for the given assignment.

Out of School Suspension (OSS) Policy:

Students who are suspended to OSS will be allowed to make up work but can receive a grade no higher than 65 for any daily assignment missed during the suspension. Students will be allowed to make up tests and exams for full credit.

Bus Suspensions

Students who receive a bus referral will receive a consequence based on the ladder below. Certain actions, such as fighting, when occurring on the bus may receive school consequences as well as bus consequences. The bus offense ladder is subject to the Administrator's discretion.

| Bus Offenses | Consequences |
|-------------------------|---|
| 1 st Offense | Warning |
| 2 nd Offense | 5-day Bus Suspension |
| 3 rd Offense | 10-day Bus Suspension |
| 4 th Offense | 15-day Bus Suspension |
| 5 th Offense | 20-day Bus Suspension |
| 6 th Offense | Bus Suspension for Remainder of the School Year |

DAILY ABSENCES

The Mississippi Legislature passed the law stating that students are required to be at school for at least 63% of their individual scheduled school day in order to be counted present for that day.

- Students arriving to the North Campus after 8:00 will need to be signed in by a parent or guardian.
- Students arriving to South Campus after 8:15 will need to be signed in by a parent or guardian.

DRESS CODE POLICY

Student dress should not distract from the learning environment or interfere with another student's right to learn. **The Principal or his designee has final authority to make judgments about whether a student is properly attired or groomed. Clothing judged by the Principal as indecent or inappropriate for school will not be allowed. Immodest clothing will not be tolerated.**

1. **All pants with holes, rips, tears, or snags above the knee must have a covering underneath.**
2. All male students must wear pants with belt loops and have a belt. Shirts will be tucked in.
3. No sweatpants, jogging pants, lounging pants, or wind suit pants are allowed.
4. The minimum length for dresses, shorts, and skirts is knee length and shall also be appropriate for bending, stooping, sitting, and working overhead while at school.
5. All transparent clothing must have a under garment beneath it. All jerseys must be worn with an undergarment.
6. Muscle shirts, tube tops, tank tops, razor back tops, spaghetti strap tops, and fish-net tops are prohibited unless worn with a covering garment.

7. Tops that expose undergarment (brassiere, camisole, etc.) and/or shoulder blades are prohibited unless worn with a covering garment. No top shall be as low in the front as to expose any part of the breast or shall be so low in the back to expose the shoulder blades.
8. The midriff shall not be exposed while walking, standing, and/or sitting.
9. Any article of clothing, jewelry, or items of ornamentation which depicts, alcohol, drugs, tobacco, profane, suggestive, and/or violent language, derogatory symbols or remarks directed to any ethnic group, or substances illegal by law for minors are prohibited.
10. Hair shall be free from obnoxious odors and shall be clean and neat in appearance. Hair shall not obstruct vision. Picks, combs, etc. shall not be worn in the hair.
11. House shoes, slides, shower shoes, and cleats are prohibited.
12. Loose and/or sagging pants, slacks, and shorts falling below the waist without a belt are prohibited.
13. Leggings, jeggings, and tights may be worn with dress or skirt **ONLY**. Dress or skirts must come to the knee.
14. No caps or hoods are to be worn in the building. Doo-rags, bandannas (of any color), head wraps or scarfs (ladies), and washcloths are prohibited.
15. Sports travel suits are allowed on game days **ONLY**.

Restrictions on a student's manner of dress or grooming will be determined where there is a clear and present danger to the student's health and safety. Also, when the attire causes an interference with work, a disruption to the educational environment, or creates classroom or school disorder as a result of such manner of dress or grooming.

Dress Code Consequences

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

DRUGS AND ALCOHOL

SEE APPENDIX PAGE 40-45

EARLY DISMISSAL PRIVILEGE-SENIORS ONLY

For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math **OR** earned a Silver level on ACT Work Keys **OR** SAT equivalency sub scores).

Alternately, a student must meet **ALL** of the following:

- Have a 2.5 GPA
- Passed or met all MAAP assessments requirements for graduation
- On track to meet diploma requirements
- Be enrolled in Essentials for College Math or Essentials for College Literacy **(These courses require a ACT sub-score of 15 in the respective subject.)**

Students who meet the above requirements

- Must be picked up at the end of 3rd block and leave campus promptly.
- Students will not be allowed to leave campus and return.
- Signed Early Dismissal Privilege form by parent and return to Senior Counselor and approved by the principal
- Students are not allowed to remain in any teacher's room.
- If a student wishes to remain at school to complete an assignment, he/she must have permission from an administrator.

Students not following school rules that are outlined in this handbook will lose their Early Dismissal privilege and will be placed into a class.

EXAMS

Comprehensive nine-week exams will be given in all classes at the end of each nine-week grading period. The exam score will be calculated as twenty (20) percent of a student's nine-week grade. The yearly grade shall be the average of the two semester grades.

EXEMPTION POLICY-SENIORS ONLY

A senior will be allowed second semester exemption from exams as a reward if he/she qualifies according to academics, attendance, and behavior. **No other students in grades 8-11 are eligible for exemption.**

Seniors may be exempt from their second semester exam if they meet the following criteria:

1. Passing average for a semester course.
2. No days in ISS or OSS.
3. No more than three (3) absences during the second semester per class. This includes all absences both excused and unexcused.

EXPULSION – WEAPON POSSESSION

SEE APPENDIX PAGE- 48-50

FAMILY PRIVACY ACT

The West Point Consolidated School District transfers students' educational records to educational institutions upon written request of the educational institution unless the student or parent has filed a written objection with the school.

FINES

Students may accumulate fines throughout their career at West Point High School. Fines are made known to the student at the end of each school year. If they are not paid at the end of the year, they will remain on record in the office. In order for a senior to participate in the graduation ceremony, all fines (book fines, parking fines, etc), fees, fund-raiser monies, etc., must be paid by graduation practice. In addition to this, all textbooks, library books, JROTC uniforms and equipment, athletic uniforms, etc. must be accounted for by graduation practice.

GRADE CLASSIFICATION

| | 9 th -12 th |
|------------------|---|
| Sophomore | 7 credits (including 1 English credits) |
| Junior | 14 credits (including 2 English credits) |
| Senior | 21credits (including 3 English credits) |

GRADE PERCENTAGES

Nine-Weeks Exam
20%

Tests
50%

Daily Grades
30%

GRADE POINT AVERAGE

GPA is calculated by averaging the numerical grade averages for courses assigned for each semester. Some classes are weighted more than others. Regular educational courses are weighted with a 1.00 multiplier. Advanced courses such as AP Courses and Dual Credit courses are weighted with a 1.05 multiplier.

See information below concerning the courses offered and weighted value.

| Courses Weighted With 1.00 Multiplier | With 1.05 Multiplier | |
|---|---|---|
| <p>English Language Arts English I – Regular/Honors English II – Regular/Honors English III – Regular English IV - Regular Broadcast Journalism Creative Writing Oral Communication Essentials to College Literacy Literacy Read</p> <p>Mathematics Algebra Fundamentals Algebra I Geometry Algebra II Algebra III Essentials to College Math Literacy Math</p> <p>Science Foundations of Biology Biology I Genetics* Environmental Sciences* Physical Science Chemistry – Regular/Honors Human Anatomy/Physiology Zoology 1*/ Zoology 2* Physics</p> <p>Social Studies MS Studies* Intro to World Geography* World History- Regular/Honors African American Studies US History – Regular US Government*/ Economics* Law Related Education * Minority Studies * Advanced World Geography Psychology* Sociology*</p> | <p><u>ELECTIVE COURSES</u></p> <p>Business and Computers Accounting Fundamentals Business Law*/ Personal Finance* Yearbook (Application Required) Exploring Computer Science</p> <p>Family/Consumer Sciences Child Development* Family Dynamics* Resource Management*</p> <p>Fine Arts (1 Credit Required) Art I, II, III, IV Band Chorus/Dynasty Theater I, II</p> <p>Foreign Languages Spanish I, II</p> <p>Military Science ROTC I, II, III, IV</p> <p>Physical Education Contemporary Health* PE* – Boys and Girls</p> <p>Other Electives Driver’s Education* ACT Prep 2 * College and Career Readiness</p> <p>ALL Career Technical Courses (CTC)</p> <p>*1/2 Credit Courses</p> | <p>English Language Arts AP English Literature AP English Language DC English Composition I (EMCC) DC English Composition II (EMCC)</p> <p>Mathematics AP Calculus AP Statistics DC College Algebra (EMCC)</p> <p>Science AP Biology AP Chemistry</p> <p>Social Studies AP US History AP World History</p> <p>Any Dual Credit Course offered through EMCC will be weighted with 1.05 multiplier.</p> |

| Numerical Grade Point Range (GPA) | Alpha Grade | Regular Course Quality Point Value (QPA) | Advance Course Quality Point Value (QPA) |
|-----------------------------------|-------------|--|--|
| 90-100 | A | 4.0 | 5.0 |
| 80-89 | B | 3.0 | 4.0 |
| 70-79 | C | 2.0 | 3.0 |
| 65-69 | D | 1.0 | 2.0 |
| 0-64 | F | 0 | 0 |

GRADING SCALE

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

GRADUATION PROCEDURES FOR SENIORS

Students are required to pay all fees and fines before they may participate in graduation exercises. Graduation fees will cover the cost of cap, gown, diploma, etc. This is a non-refundable fee and must be paid by May 1st at 3:30pm. Students who have not passed all of their state tests will not be able to pay their senior fees. Fees can only be paid by cash or money order. The cost of graduation fees will be announced prior to May 1st deadline. Students must participate in graduation practice in order to participate in graduation exercises.

GRADUATION REQUIREMENTS

Mississippi Diploma Options

Mississippi has two diploma options: The Traditional Diploma and the Alternate Diploma. The Traditional Diploma is for all students. The Alternate Diploma is an option for students with a Significant Cognitive Disability (SCD).

TRADITIONAL DIPLOMA OPTION

| Curriculum Area | Carnegie Units | Required Subjects | Requirements |
|--------------------------------|----------------|---|--|
| English | 4 | <ul style="list-style-type: none"> English I English II | <ul style="list-style-type: none"> Student must identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission. For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following: <ul style="list-style-type: none"> Have a 2.5 GPA Passed or met all MAAP assessments requirements for graduation On track to meet diploma requirements Concurrently enrolled in Essentials for College Math or Essentials for College Literacy <p>Recommendations</p> <ul style="list-style-type: none"> For early graduation, a student should successfully complete an area of endorsement. A student should take a math or math equivalent course the senior year. |
| Mathematics | 4 | <ul style="list-style-type: none"> Algebra I | |
| Science | 4 | <ul style="list-style-type: none"> Biology I | |
| Social Studies | 4 | <ul style="list-style-type: none"> 1 World History 1 U.S. History ½ U.S. Government ½ Economics ½ Mississippi Studies ½ World Geography | |
| Physical Education | ½ | | |
| Health | ½ | | |
| Art | 1 | | |
| College and Career Readiness | 1 | Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence. | |
| Technology or Computer Science | 1 | | |
| Additional Electives | 8 | <ul style="list-style-type: none"> Must include ½ ACT PREP | |
| Total Units Required | 28 | | |

ALTERNATE DIPLOMA OPTION

| Curriculum Area | Carnegie Units | Required Subjects | Requirements |
|-----------------------------|----------------|--|---|
| English | 4 | • Alternate English Elements I-IV | <ul style="list-style-type: none"> The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high school diploma. All students are required to participate in the Mississippi Assessment Program -Alternate Assessment (MAAP-A) with a score TBD. Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma. |
| Mathematics | 4 | • Alternate Math Elements I-III • Alternate Algebra Elements | |
| Science | 2 | • Alternate Biology Elements • Alternate Science Elements II | |
| Social Studies | 2 | • Alternate History Elements (Strands: U.S. History and World History) • Alternate Social Studies Elements (Strands: Economics and U.S. Government) | |
| Physical Education | ½ | | |
| Health | ½ | • Alternate Health Elements | |
| Art | 1 | | |
| Career Readiness | 4 | • Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social) | |
| Life Skills Development | 4 | • Life Skills Development I-IV (Strands: Technology, Systems, Personal Care, and Social) | |
| Additional Electives | 2 | | |
| Total Units Required | 24 | | |

Traditional Diploma Endorsement Options

Students pursuing a Traditional Diploma must identify an endorsement prior to entering 9th grade. There are three endorsement options: Career and Technical, Academic, and Distinguished Academic Endorsement.

CAREER AND TECHNICAL ENDORSEMENT

| Curriculum Area | Carnegie Units | Required Subjects | Additional Requirements |
|--------------------------------|----------------|---|--|
| English | 4 | English I • English II | <ul style="list-style-type: none"> Earn an overall GPA of 2.5. Earn Silver level on ACT WorkKeys. Earn two additional Carnegie Units for a total of 26. Must successfully complete one of the following: <ul style="list-style-type: none"> One CTE dual credit or earn articulated credit in the high school CTE course Work-Based Learning experience or Career Pathway Experience Earn a State Board of Education- approved national credential |
| Mathematics | 4 | Algebra I | |
| Science | 4 | Biology I | |
| Social Studies | 4 | 1 World History • ½ Economics 1 U.S. History • ½ Mississippi Studies ½ U.S. Government | |
| Physical Education | ½ | | |
| Health | ½ | | |
| Art | 1 | | |
| College and Career Readiness | 1 | Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence. | |
| Technology or Computer Science | 1 | | |
| CTE Electives | 4 | Must complete a four-course sequential program of study | |
| Additional Electives | 4 | Must include ½ ACT PREP | |
| Total Units Required | 28 | | |

ACADEMIC ENDORSEMENT

| Curriculum Area | Carnegie Units | Required Subjects | Additional Requirements |
|--------------------------------|----------------|---|--|
| English | 4 | English I • English II | <ul style="list-style-type: none"> • Earn an overall GPA of 2.5. • Courses must meet MS IHL college preparatory curriculum (CPC) requirements. • Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math as approved by postsecondary for non-remediation at most community colleges and IHL college-ready courses in senior year, or the SAT equivalency sub score). <p>Earn two additional Carnegie Units for a total of 26.</p> <ul style="list-style-type: none"> • Must successfully complete one of the following: <ul style="list-style-type: none"> · One AP course with a C or higher and take the appropriate AP exam · One Diploma Program-IB course with a C or higher and take the appropriate IB exams · One academic dual credit course with a C or higher in the course |
| Mathematics | 4 | Algebra I | |
| Science | 4 | Biology I | |
| Social Studies | 4 | 1 World History ½ Economics 1 U.S. History ½ Mississippi Studies ½ U.S. Government | |
| Physical Education | ½ | | |
| Health | ½ | | |
| Art | 1 | | |
| College and Career Readiness | 1 | Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence. | |
| Technology or Computer Science | 1 | | |
| Additional Electives | 8 | Must meet CPC requirements for MS IHLs; Must include ½ ACT PREP | |
| Total Units Required | 28 | | |

DISTINGUISHED ACADEMIC ENDORSEMENT

| Curriculum Area | Carnegie Units | Required Subjects | Additional Requirements |
|--------------------------------|----------------|--|---|
| English | 4 | <ul style="list-style-type: none"> • English I • English II | <ul style="list-style-type: none"> • Earn an overall GPA of 3.0. • Courses must meet Mississippi IHL CPC-recommended requirements. • Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency sub score. <p>Earn four additional Carnegie Units for a total of 28.</p> <ul style="list-style-type: none"> • Must successfully complete two of the following: <ul style="list-style-type: none"> · One AP course with a B or higher and take the appropriate AP exam · One Diploma Program-IB course with a B or higher and take the appropriate IB exams · One academic dual credit course with a B or higher in the course |
| Mathematics | 5 | <ul style="list-style-type: none"> • Algebra I + two (2) additional math courses above Algebra I | |
| Science | 4 | <ul style="list-style-type: none"> • Biology I + two (2) additional science courses above Biology I | |
| Social Studies | 4 | <ul style="list-style-type: none"> • 1 World History • 1 U.S. History • ½ U.S. Government • ½ Economics • ½ Mississippi Studies | |
| Physical Education | ½ | | |
| Health | ½ | | |
| Art | 1 | | |
| College and Career Readiness | 1 | Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence. | |
| Technology or Computer Science | 1 | | |
| Additional Electives | 11 | Must meet CPC requirements for MS IHLs; Must include ½ ACT PREP | |
| Total Units Required | 32 | | |

Subject Area Test Requirements:

In addition to earning the required number of Carnegie units outlined, each student receiving a standard diploma must achieve a passing score on each of the required high school exit examinations. {MS Code-37-16-7}(SB Policy IIB-1 and IHF-1 and 2)

Policies for Subject Area Testing

1. Pass the applicable end-of-course Subject Area Test. (Algebra I, Biology I, English II, US History)
2. Use the end-of-course Subject Area Test score with the overall course.
3. Obtain a score of **17** or higher in the specific subject area on the ACT.
 - a. Algebra I – ACT Math Section
 - b. Biology I – ACT Science Section
 - c. English II- ACT English Section
 - d. U.S. History – ACT Reading Section
4. Earn a C or higher in an entry level, credit-bearing dual enrollment/dual credit /college credit course.
 - a. Algebra I – MAT Prefix
 - b. Biology I – BIO Prefix
 - c. English II- ENG Prefix
 - d. U.S. History – HIS Prefix
5. Obtain an Armed Services Vocational Aptitude Battery (ASVAB) score of 36 **plus one** of the following:
 - 1) Earn a CPAS score that meets the attainment level assigned by Federal Perkins requirements.
 - 2) Earn an approved Industry Certification as specified in the Career Pathway’s Assessment Blueprint
6. Obtain the *Silver Level* on the ACT Work-Keys **plus one** of the following:
 - 1) Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
 - 2) Earn an approved Industry Certification as specified in the Career Pathway’s Assessment Blueprint

Subject Area Testing Program Appeals Process:

I. Appeal for Rescoring:

When a student, parent, or district personnel has reason to believe that, due to a scoring error, a student who did not pass a Subject Area Test should have passed the test, an appeal for rescoring may be made.

II. Appeal for a Substitute Evaluation Process:

When a student, parent, or district personnel has reason to believe that a student has mastered the subject area curriculum but is unable to demonstrate mastery on the standard statewide Subject Area Test, an appeal for a substitute evaluation process may be made.

III. Criteria for Submitting an Appeal:

The student either passed the course but failed the Subject Area Test, or the student failed the Subject Area Test during a subsequent test.

Appeals Process:

- A. The student, parent or district personnel must submit a written statement with supporting evidence indicating that the student has mastered the subject area curriculum and outlining reasons the student might be successful with a substitute evaluation.
- B. The initial appeal is submitted at the local level for determination of merit.
- C. A local decision is made to forward the appeal to the state level for consideration or to deny the appeal.
- D. If the appeal is denied at the local level, the appeal can be submitted directly to the state level for consideration.
- E. Direct appeals and appeals forwarded from the local level are considered at the state level, and a decision is made to grant the appeal or to deny it.
- F. If the appeal is granted, the Mississippi Department of Education will assess the substitute evaluation to determine if the student demonstrates mastery of the subject area curriculum.
- G. If the results of the substitute evaluation determine that the student has demonstrated mastery of the curriculum, a passing score will be substituted for a failing score on the standard statewide Subject Area Test, and the Mississippi Department of Education will bear the cost associated with the substitute evaluation.

If the results of the substitute evaluation do not determine that the student has demonstrated mastery of the curriculum, the student must

continue participating in subsequent standard statewide testing. The costs associated with the administration and scoring of the substitute evaluation will be borne by the initiator of the appeals process.

GRADE PROMOTION FOR 8TH GRADE

For eight graders to be promoted to the ninth grade, all core subject (English, Math, Science, & Social Studies) must be passed with final yearly average of 65 and above.

HALL PASSES

Students are required to have a hall pass with them when they are in the hall that lists their name and destination and that is signed by the classroom teacher. Students are required to use the rest room before class begins. No student will be allowed in the hall for the first and last 30 minutes of class.

HONOR ROLL

The honor roll will be compiled each nine weeks. The requirements for these honors are as follows.

Superintendent's List – All A's

Principal's List – A's and B's

INTERNET SAFETY (IJB - CIPA Policy - Acceptable Use)

SEE APPENDIX PAGE 31-32

LATE ARRIVAL POLICY

All students who arrive late to school should report directly to the office and receive an admission slip before going to any class.

- Students arriving to the North Campus after 8:00 will need to be signed in by a parent or guardian.
- Students arriving to South Campus after 8:15 will need to be signed in by a parent or guardian.

Any student not checked in by their parent or guardian will be placed in ISS (In-School Suspension) until a parent is contacted. If the parent or guardian cannot be contacted that day, the student will have a required parent conference to be admitted back into school.

LEAVING SCHOOL

If a student must leave school, the parent must come to the school to sign the student out. **NO STUDENT** may leave the school campus during his or her lunch period and return to the school campus the same day. Any student leaving school campus without signing out in the office will be considered as skipping.

LIBRARY

Students are encouraged to use the resources of the library for reading, studying, and researching. The atmosphere of study must be created by appropriate conduct. Conduct not conducive for study will be prohibited.

All books should be returned to the circulation desk. Overdue books carry a fine of **5 cents per day**. Overdue reference books carry a fine of **50 cents per day**. The current publisher's price will be charged for lost or damaged books.

MAKE-UP WORK

A. Missing Assignments Procedures (Students who were absent):

Students may be allowed to make up work within 7 days of missing an assignment in the current grading period without penalty. Make-Up Work is the responsibility of the student. It is the responsibility of the student to get missed assignments and make arrangements with the teacher for assignments missed.

- Students may earn up to 90% for assignments turned in up to one week after due date.
- Students may earn up to 70% for assignments turned in up to two weeks after due date.
- Students may earn up to 50% for assignments turned in after three or more weeks after the due date.

B. Long Term Medical Illness Missing Assignments Procedures:

In order for a student to receive out-of-school assignments, she must adhere to the following:

1. The student must apply for such work by completing the appropriate form and submitting written documentation from a license doctor specializing in the said illness to the building principal or his/her designee.
2. After the weekly work is assigned by the teacher, the student must pick up the assignments on Friday of that week.
3. The student must complete the work and return it the following Friday for grading and credit. Work not completed and returned will be assigned a 0, and no credit will be given. This work will then be considered make-up work and the procedures below will apply.

MEDICAL CONDITIONS

In order for WPHS staff members to provide a safe environment that is responsive to student needs, student medical conditions must be communicated to the school. During registration or anytime during the school year, **parents are responsible** for providing medical updates for students. This includes but is not limited to special equipment, medicine, procedures, and any other condition vital to providing a safe environment for students.

Policy Code: JGCC - Communicable Diseases (SEE APPENDIX PAGE 51-54)

COMMUNICABLE DISEASES

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

MEDICINE

Written authorization from the student’s parents and a physician is required for any prescription or over-the-counter medicine to be dispensed at school. Parents may come to school and administer medication to a student. It is the responsibility of the parent to update any change in dispensing a student’s medicine. A record will be kept of any medication administered. Medicine will only be dispensed as prescribed by the physician with no exceptions. If an authorization form is received for an “as needed” medication, a clear description of the circumstances for administration must be included. Medications will be dispensed discreetly to protect the rights and privacy of each student. Parents will be notified if a student stops taking medication at school and will be asked to come to the school to sign a release form for the medicine.

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

The statement shall also contain the following information:

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

MISSISSIPPI HIGH SCHOOL ACTIVITIES ASSOCIATION REQUIREMENTS

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

Student must be enrolled as a traditional student to participate in any athletic sport. No Virtual student will be allowed to participate in athletics.

PARENT/GUARDIAN-TEACHER CONFERENCE

Parent/guardian-teacher conferences are encouraged. The purpose of parent-teacher conferences is to foster communication between

the school and parents/guardians relative to the student's development. In the event a parent/guardian desires to meet with his/her child's teacher(s), the following procedure should be followed:

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

PARKING INFORMATION

- **Upon All student who drive to school must have a parking permit.**
- **arrival at school, the students must get out of their car immediately and go into the school**
- *A valid driver's license and current proof of insurance is required to purchase a permit and to drive on campus*
- Permits are sold in the office on the South Campus from 7:30-7:45 each morning for the cost of \$25
- Athletes (football, baseball, softball, basketball, band, etc.) must park in the area designated for your Sport
- **Permits are good for one school year only**
- All vehicles must be parked in an authorized parking space marked by yellow lines on both sides. Parking on the North Campus is in front of the gym. No student parking the gravel area.
- Vehicles must be parked front first, with the flow of traffic and not backed in
- There is no student parking behind the cafeteria, in either church parking lot, behind the Career and Technology Center, behind the field house, and spots marked "Visitor," "Reserved" or "Handicapped".
- Students may not return to their vehicles prior to school dismissal without permission from an administrator.
- Driving is not allowed between campuses from 7:30 am. to 4:00 pm.

Students may have their driving privileges revoked for not following driving/ parking directions while on campus, which are posted on the back of school issued parking decal.

SCHOOL PHONE

The school phone is intended for emergencies only. Students will not be allowed to use the phone to contact parents to pick them up or bring them items to school. Students will not be able to use the phone without prior approval from an administrator or administrative assistant.

SCHOOL PROPERTY

Respect for school property is expected at all times. The parent or guardian of the student is required by state law to replace or reimburse for all damaged or destroyed property.

SCHOOL INSURANCE

Student accident insurance is available from an approved insurance company.

SEXUAL HARASSMENT POLICY

SEE APPENDIX PAGE 36-38

SPECIAL EDUCATION

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

General Considerations:

All students enrolled in special programs will have the same rights and privileges as students who are enrolled in the regular program. They will be afforded the opportunity to participate in all activities provided by the West Point Consolidated School District such as music, band, athletics, driver education, and vocational education, if they meet course entrance requirements.

Graduation and Certification Procedures:

If the student has been ruled eligible for a special education program in the State of Mississippi, three options are available to him or her in the pursuit of education. The student may pursue a regular high school diploma, an occupational diploma, or a special certificate. The IEP committee must make this determination prior to the student's entry into grade nine. This choice may be reviewed and revised by the IEP committee.

Regular Diploma:

Students who choose to work toward the regular high school diploma must earn the same number of units of prescribed curriculum with the same academic standards as those required of non-special education students in order to graduate.

Special Certificate:

Students who choose the special certificate will have to complete the individually prescribed special education curriculum through the twelfth grade. Units from the regular high school curriculum will be graded by the regular classroom teacher, and the student will have to pass his or her regular classroom work in order to earn credit. The special certificate shall state "the student has successfully completed an Individualized Education Program". {MS Code 37-16-11(1)}

Age Consideration:

No student who has reached the age of 21 prior to the opening of the school term shall be eligible for participation in special education programs in the West Point Consolidated School District.

Graduation Exercises:

Participation in graduation exercises is based on completion of diploma or certificate requirements.

TARDY POLICY

The tardy policy is cumulative for one full semester. The consequence ladder starts over at the beginning of each semester.

Tardy Consequences

| Offense Ladder | Consequences | Offense Ladder | Consequences |
|-------------------------------|------------------------|--------------------------------|---|
| 1st Offense | Warning | 7th Offense | ISS |
| 2nd Offense | Warning | 8th Offense | ISS and Mandatory Parent Conference |
| 3rd Offense | Warning/Parent Contact | 9th Offense | 1 Day OSS w/ Mandatory Parent Conference |
| 4th Offense | Warning/Parent Contact | 10th Offense | 2 Days OSS w/ Mandatory Parent Conference |
| 5th Offense | ISS | 11th Offense | Recommendation for Alternative School Placement |
| 6th Offense | ISS/Parent Contact | | |

TEXTBOOKS

Students are responsible for the textbooks that they check out. Students who lose textbooks will be assessed a fine based on the initial price of the book and the age of the book.

| Year Book Lost | Cost of Lost Book |
|-------------------------------------|-------------------|
| 1 st Year of Circulation | 100% |
| 2 nd Year of Circulation | 80% |
| 3 rd Year of Circulation | 60% |
| 4 th Year of Circulation | 40% |
| 5 th Year of Circulation | 20% |

Books that are returned and are damaged beyond use will be considered lost, and the student will be fined the cost of a lost textbook. While a reasonable amount of wear and tear can be expected over the course of the year, students who return textbooks damaged beyond a reasonable amount but which are still usable will be fined half the price of a lost book.

THEFT/DAMAGE

West Point High School is **NOT** responsible for the theft or loss of valuables and/or damage to personal property including vehicles.

VANDALISM (Destruction of school property)

Students who damage any school property or equipment may be fined the cost of repair or replacement.

VISITORS

Visitors at the school must always report to the main office to obtain a visitor's pass before going to any other part of the building. Classrooms may only be visited during the teacher's planning period. Students are not permitted to bring friends to classes with them for visits. All arrangements for visitors are to be made through the office or the principal.

ALMA MATER

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

FIGHT SONG

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

SCHOOL COLORS

Green and White



FORMS and POLICIES

Please READ all forms and policies.

These are located on the district's website and a copy is on hand in the school's office.

Only detach and complete the following forms in this handbook.

- STUDENT BULLYING
- INTERNET SAFETY POLICY
- ACCEPTABLE USE FOR INTERNET AND COMPUTERS
- STUDENTS COMPLAINTS OF SEXUAL DISCRIMINATION/HARASSMENT-TITLE IX
- COMMUNICABLE DISEASES
- DRUGS AND ALCOHOL (POSSESSION OR REASONABLE SUSPICION
- SMOKING AND OTHER USES OF TOBACCO
- STUDENT HEALTH SERVICES- MEDICINES
- SELF-ADMINISTRATION OF MEDICATION OF ASTHMA/ANAPHYLAXIS MEDICATIONS
- WEAPONS
- POSSESSION OF WEAPONS ON SCHOOL PROPERTY
- PARENT/GUARDIAN ACCEPTABLE USE POLICY AGREEMENT
- WPHS FORMS AND RELEASES
- EARLY DISMISSAL FORM (QUALIFYING SENIORS ONLY)
- RESIDENCY VERIFICATION FORM

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

STUDENT BULLYING

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

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

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

DEFINITIONS:

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on school property, at any school-sponsored function, or on a school bus, and that:

JDDA - Bullying

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

and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

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

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

REPORTING PROCEDURE AND INVESTIGATION

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

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

After the information has been gathered, the building principal will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline consistent with the Student Code of Conduct and Board Policy to ensure that the conduct ceases.

DISCIPLINE AND CONSEQUENCES

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

JDDA - Bullying

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

REPRISAL OR RETALIATION

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

CONCLUSION

The Board recognizes the fundamental right of every student to take "reasonable actions" as may be necessary

to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying, harassing behavior or cyber bullying. Furthermore, the West Point Consolidated School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor or other school employee when subjected to bullying, harassing behavior, or cyber bullying.

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

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

Adopted Date: 7/20/2015

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

INTERNET SAFETY POLICY

CHILDREN'S INTERNET PROTECTION ACT (CIPA) POLICY

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

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

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

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

Definitions

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

Access to Inappropriate Material

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

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

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

Inappropriate Network Usage

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

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

IJB - CIPA Policy - Acceptable Use

Education, Supervision and Monitoring

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

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

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

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

Legal References:

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

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

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

JB - CIPA Policy - Acceptable Use

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.

1. The West Point Consolidated School District network is intended for educational purposes only.
2. 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.
3. 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.
4. All activities over the network and use of district technologies may be monitored and retained.
5. 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)].
6. Users will receive instruction on proper use of the Internet through supervised instruction.
7. Use of the Internet and network resources may be suspended at any time for technical reasons, policy violations, or other concerns.

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

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

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

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

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

IJB - CIPA Policy - Acceptable Use

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

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

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

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

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

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

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

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

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

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

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

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

IJB - CIPA Policy - Acceptable Use

Examples of Acceptable Use

1. Using school technologies for school-related activities.
2. Following the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
3. Treating school resources carefully and alerting staff when a problem exists with its operation.
4. Encouraging positive, constructive discussion while using collaborative technologies.
5. Alerting a teacher or other staff member if aware of threatening, inappropriate, or harmful content (images, messages, posts) online.
6. Using school technologies at appropriate times, in approved places, for educational pursuits.
7. Citing sources when using online sites and resources for research.
8. Recognizing that use of school technologies is a privilege and treat it as such.
9. 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

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

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

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

Limitation of Liability

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

Violations of this Acceptable Use Policy

Violations of this policy will have disciplinary repercussions, including:

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

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

(Student Printed Name)

(Parent/Guardian’s Signature)

(Date)

=====

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

(Parent/Guardian’s Signature)

(Date)

**WEST POINT CONSOLIDATED SCHOOL DISTRICT
EMPLOYEE
ACCEPTABLE USE POLICY
AGREEMENT**

Limitation of Liability

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

Violations of this Acceptable Use Policy

Violations of this policy will have disciplinary repercussions, including:

1. Suspension of network, technology, or computer privileges.
2. Notification to administration and/or school board.
3. Suspension or job termination from the West Point Consolidated School District.
4. Legal action and/or prosecution.

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

Name _____

Position _____

School or Department _____

Date _____

Policy IJB - CIPA Policy - Acceptable Use

Adopted July 20, 2015

District: West Point Consolidated School District
Section: J - Students
Policy Code: JB - Students Complaints of Sexual Discrimination / Harassment -- Title IX

STUDENTS COMPLAINTS OF SEXUAL DISCRIMINATION/HARASSMENT -- TITLE IX

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

Students in the West Point Consolidated School District are protected from sexual discrimination, including sexual harassment, by Title IX of the Education Amendment of 1972 to the Civil Rights Act. It is the intent of the Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

Complaints of sexual discrimination/harassment shall be handled in accordance with Policy JB-P Students Complaints of Sexual Discrimination/Harassment -- Title IX Procedures.

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

HARASSMENT PROHIBITED

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

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

SEXUAL MISCONDUCT PROHIBITED

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

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

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

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

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

INDIVIDUALS AND CONDUCT COVERED

These policies apply to all students and employees of the West Point Consolidated School District and third parties such as persons hired to provide contracted services and persons volunteering at school activities. Conduct prohibited by these policies is unacceptable in all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs occur on campus, on a bus, or at another location away from campus. Individuals who violate these policies will be subject to disciplinary action, up to and including suspension or expulsion (if a student) or suspension or termination of employment (if an employee), and in egregious situations, law enforcement officials will be notified. Further, the Mississippi Department of Education will be notified as required with regard to any violations of Standard 4 of the

Mississippi Educator Code of Ethics and Standards of Conduct. It is also prohibited to knowingly make a false discrimination, harassment, or retaliation report or provide false information in an investigation. Individuals who knowingly file a false or misleading complaint alleging harassment, discrimination or retaliation or provide false information in an investigation are subject to appropriate disciplinary actions.

INVESTIGATION OF HARASSMENT

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

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

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

RETALIATION IS PROHIBITED

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

Retaliation against an individual for reporting harassment or discrimination or for participation in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will subject an individual to disciplinary action. Acts of retaliation should be reported immediately and will be investigated and corrective action taken promptly. Corrective action may include suspension, expulsion and in egregious situations, the involvement of law enforcement officials.

OTHER REPORTING

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

LEGAL REF.: 1972 Education Amendments, Title VII & Title IX

CROSS REF.: Policies JAA Equal Educational Opportunities

JB-P Students Complaints of Sexual Discrimination/Harassment

Title IX Procedures

JCA Student Conduct

Adopted Date: 7/20/2015

Approved/Revised Date: 11/12/2018

District: West Point Consolidated School District

Section: J - Students

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

STUDENTS COMPLAINTS OF SEXUAL DISCRIMINATION/HARASSMENT – TITLE IX PROCEDURES

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

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

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

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

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

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

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

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

Adopted Date: 8/10/15

**WEST POINT CONSOLIDATED SCHOOL DISTRICT JB-P
SEXUAL HARASSMENT INTERVIEW SHEET**

Complainant: _____
 Relationship to District: Employee, Student, Volunteer
 Other: _____

Position: _____
 Department/School: _____
 Representative present: Yes _____ No _____

Name or person being interviewed:
 Circle one: complainant, witness
 alleged harasser, other: _____

Specify
 Please specify date(s) of the alleged incident(s):
 Date(s): _____
 Policy given: Yes _____ No _____

Hostile Environment: _____ Quid pro quo: _____

| | |
|---|---|
| <p>Identity of the harasser: When the incident(s) occurred, who was the harasser? <input type="checkbox"/> school administrator <input type="checkbox"/> counselor <input type="checkbox"/> teacher <input type="checkbox"/> custodian <input type="checkbox"/> bus driver <input type="checkbox"/> bus monitor <input type="checkbox"/> paraprofessional <input type="checkbox"/> central office administrator <input type="checkbox"/> vendor <input type="checkbox"/> parent <input type="checkbox"/> other school staff _____ <input type="checkbox"/> other _____ <div align="right">Specify</div> </p> <p>Type(s) of harassment: What kind of conduct occurred that offended complainant? <input type="checkbox"/> touch, pinch or grab you <input type="checkbox"/> lean over to corner you <input type="checkbox"/> give you sexual notes or make telephone calls <input type="checkbox"/> give or send sexual pictures/posters <input type="checkbox"/> make suggestive or sexual gestures, looks, staring <input type="checkbox"/> make suggestive comments or jokes <input type="checkbox"/> pressure you into doing something <input type="checkbox"/> force you into doing something sexual <input type="checkbox"/> graffiti about a person's sexuality <input type="checkbox"/> stalking <input type="checkbox"/> threats <input type="checkbox"/> other _____ <div align="right">Specify</div> </p> <p>Where did the harassment take place? Where did the incident(s) occur? <input type="checkbox"/> in the classroom <input type="checkbox"/> in the hall <input type="checkbox"/> in the cafeteria <input type="checkbox"/> in the parking lot <input type="checkbox"/> in the gym <input type="checkbox"/> on the playing field <input type="checkbox"/> in an activity away from school <input type="checkbox"/> on the school bus <input type="checkbox"/> other _____ <div align="right">Specify</div> </p> | <p>Type: <input type="checkbox"/> employee to employer <input type="checkbox"/> student to student <input type="checkbox"/> employee to student <input type="checkbox"/> student to employee <input type="checkbox"/> other _____ <div align="right">Specify</div> </p> <p>Name of person(s) alleged to have sexually harassed the complainant: _____ _____ _____</p> <p>Please specify time(s) of alleged incident(s): Time(s): _____ _____ _____</p> |
|---|---|

On separate sheets of paper, allow space to answer these questions

8. Describe the incident(s) as clearly as possible, including such things as any verbal statements (threat, requests, demands, etc.), what, if any, physical contact was involved, etc.
9. Were there any witnesses to the incident(s)?
10. What was the complainant's response to the alleged harasser when the incident was happening?
11. How did the alleged offensive behavior affect the complainant?
12. What outcome is expected or desired?

District: West Point Consolidated School District
Section: J - Students
Policy Code: JGCC - Communicable Diseases

COMMUNICABLE DISEASES

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

HEAD LICE

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

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

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

MENINGOCOCCAL DISEASE

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

JGCC - Communicable Diseases

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

EDUCATING STUDENTS WITH CHRONIC INFECTIOUS DISEASES POLICY

The following shall be the policy of this school district for educating students known to have a chronic infectious disease (persistent illness in the carrier state as compared to an acute short-term self-limiting illness) such as, but not limited to hepatitis B, herpes simplex, AIDS/ARC or cytomegalovirus.

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

IMPORTANT NOTICE

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

1. Blood or body fluids emanating from ANY student including ones known to have a chronic infectious disease, shall be treated cautiously.
2. Rubber gloves shall be worn when cleaning up blood spills. These spills shall be disinfected with a solution of bleach and water (1 part bleach to 7 parts water) and persons coming in contact with them shall wash their hands immediately.
3. Blood soaked items shall be placed in leakproof bags for washing or further disposition.

JGCC - Communicable Diseases

4. The same procedures shall be used for dealing with the vomit and bodily waste of ANY student.
5. Hand washing immediately after contact with a student is routinely recommended if physical contact has been made with the student's blood or bodily fluids, including saliva.

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

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy JGC Student Health Services

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

DRUGS AND ALCOHOL

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

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

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

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

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

DRUG AND ALCOHOL USE BY STUDENTS - POLICY STATEMENT

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

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

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

JCDAC - Drugs and Alcohol (Possession or Reasonable Suspicion)

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

With respect to any student who, without the use of reasonable suspicion drug testing, random drug testing, canine scent detection and other similar policies, pursuant to the doctrines of plain view, plain smell, and other non-invasive means, is

found to be guilty of using, possessing, distributing, or selling drugs or alcohol or is under the influence of drugs or alcohol, said student shall be subject to suspension or expulsion, including placement in the West Point Learning Center, alternative school or other consequence appropriate under the circumstances in accordance with district policies and applicable law.

TOBACCO USE PROHIBITED

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

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

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

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

DEFINITIONS

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

JCDAC - Drugs and Alcohol (Possession or Reasonable Suspicion)

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

PENALTY FOR VIOLATION

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

1. for the first conviction, a warning;
2. for a second conviction, a fine of Seventy-Five Dollars (\$75.00); and

3. for all subsequent convictions, a fine not to exceed One Hundred Fifty Dollars (\$150.00) shall be imposed.

ISSUANCE OF CITATION

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

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

CROSS REF.: Policies JCAA - Due Process

JCBE - Unlawful or Violent Acts

JGCD - Student Health Services -- Medicines

DRUG AND ALCOHOL TESTING - REASONABLE SUSPICION

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

The following circumstances shall constitute grounds for reasonable suspicion:

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

JCDAC - Drugs and Alcohol (Possession or Reasonable Suspicion)

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

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

can be requested to take a drug or alcohol test. the administrative staff member is required to write in reasonable detail the facts, symptoms, or observations that form the basis of reasonable suspicion, and to place a copy of this memorandum as well as any statements given in the original report to the administration, in the student's file, sealed and marked "confidential" in the restricted access file.

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

If a student appears incoherent, semi-conscious, or convulsive, or appears to be hallucinating, is in respiratory distress or anaphylactic shock, or is in other mental or physical distress indicating danger or injury to the health and safety of the

student, District personnel shall seek immediate medical attention before any other actions under this policy are taken. The health of the student shall be given priority in all such cases.

DRUG AND ALCOHOL TESTING GUIDELINES

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

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

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

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

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

JCDAC - Drugs and Alcohol (Possession or Reasonable Suspicion

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

CONSEQUENCES OF DRUG AND/OR ALCOHOL USE/POSSESSION

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

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

CONFIDENTIALITY

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

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

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

DRUG EDUCATION AND COUNSELING

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

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

JCDAC - Drugs and Alcohol (Possession or Reasonable Suspicion)

NOTICE

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

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

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

SPECIAL EDUCATION RULING

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

LEGAL REFERENCES:

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

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

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

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

Adopted Date: 7/20/2015

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

SMOKING AND OTHER USES OF TOBACCO

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

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

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

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

Adopted Date: 8/10/2015

Approved/Revised Date:

District: West Point Consolidated School District
Section: J - Students
Policy Code: JGCD - Student Health Services -- Medicines

STUDENT HEALTH SERVICES -- MEDICINES

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

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

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

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

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

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

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

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

JGCD - Student Health Services -- Medicines

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

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

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

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

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

Adopted Date: 7/20/15

Approved/Revised Date:

JGCD - Student Health Services -- Medicines

**WEST POINT CONSOLIDATED SCHOOL DISTRICT
PARENT AUTHORIZATION AND INDEMNITY AGREEMENT**

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

I/We forever release, discharge and covenant to hold harmless the School District, its personnel and Board of Trustees from any all claims, demands, damages, expenses, loss of services and causes of action belonging to the minor child or to the undersigned arising out of or on account of any injury, sickness, disability, loss or damages of any kind resulting from the administration of the prescription medicine.

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

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

Executed this the _____ day of _____, 20_____.

Parent or Guardian Witness

Parent or Guardian Witness

ADMINISTRATION OF PRESCRIPTION MEDICINE

School personnel will not administer prescription medicine to a student unless the student's physician authorizes school personnel to administer the medicine and the parents/guardians have signed the Indemnity Agreement associated with this policy. The parents/guardians are responsible for obtaining a statement from the physician authorizing school personnel to administer the medicine. The statement should include:

1. Student's name
2. Diagnosis
3. Name of medicine
4. Method of administration
5. Time/s to administer the medicine
6. Amount of medicine
7. Date to discontinue or review administration of medicine
8. Physician's signature
9. Date

The parents/guardians are responsible for getting the medicine to the school. All medicine must be in a proper container with a label from the pharmacy which states the following:

1. Student's name
2. Name of medicine
3. Method of administration
4. Time/s to administer the medicine
5. Prescription number
6. Name of pharmacy
7. Date filled

**Adopted Date: 7/20/15
Approved/Revised Date:**

District: West Point Consolidated School District
Section: J - Students
Policy Code: JGCDA - Self Administration of Asthma and Anaphylaxis Medications

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

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

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

JGCDA - Self Administration of Asthma and Anaphylaxis Medications

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

Definitions:

1. "Parent" means parent or legal guardian.
2. "Auto-injectable epinephrine" means a medical device for the immediate administration of epinephrine to a person at risk for anaphylaxis.
3. "Asthma and anaphylaxis medication" means inhaled bronchodilator and auto-injectable epinephrine.

4. "Self-administration of prescription asthma and/or anaphylaxis medication" means a student's discretionary use of prescription asthma and/or anaphylaxis medication.

Adopted Date: 8/10/2015
Approved/Revised Date: 11/12/2018

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

WEAPONS

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

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

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

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

JCDAE - Weapons

6. For purposes of this policy as well as the West Point Consolidated School District's Code of Conduct, the term "weapon" shall be defined as, but not limited to:

- (a) gun, rifle, other firearms;
- (b) dynamite cartridge, bomb, grenade, mine or other explosive;
- (c) BB gun, air rifle, air pistol;
- (d) Bowie knife, dirk, dagger, switchblade, pocketknife or other knife;
- (e) slingshot;
- (f) leaded cane, blackjack;
- (g) metallic or other artificial knuckles;
- (h) razors, razor blades;
- (i) any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files and clips and tools used only to prepare food or for instruction and maintenance of school property);
- (j) any instrument having the effect or appearance of a weapon (including utensils, imitation firearms or knives, etc.);
- (k) or any other instrument considered to be dangerous and capable of causing bodily harm as defined in §97-37-17, Mississippi Code of 1972, as amended and annotated.

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

A. PERMITTED USES

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

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

B. PENALTIES FOR VIOLATIONS

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

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

JCDAE - Weapons

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

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

C. REPORTING VIOLATIONS

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

D. NOTICE

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

NOTE: Please refer to MS Code '37-3-83 for information on how school districts may apply for grant funds under the

"School Violence Prevention Grant Program."

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

CROSS REF.: Policies JCBE - Unlawful or Violent Acts
JCDA - School Searches

Adopted Date: 7/20/2015 Approved/Revised Date:

District: West Point Consolidated School District
Section: J - Students
Policy Code: JCDAE(2) - Possession of Weapons on School Property

POSSESSION OF WEAPONS ON SCHOOL PROPERTY

1. GUNS /FIREARMS

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

2. OTHER WEAPONS - USE OF

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

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

3. OTHER WEAPONS - POSSESSION OF

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

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

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

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

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

NOTE: Please refer to MS Code ' 37-3-83 for information on how school districts may apply for grant funds under the

"School Violence Prevention Grant Program."

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

CROSS REF.: Policy JCBH - Gun-Free Schools

Adopted Date: 8/10/2015

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

Limitation of Liability

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

Violations of this Acceptable Use Policy

Violations of this policy will have disciplinary repercussions, including:

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

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

(Student Printed Name)

(Parent/Guardian's Signature)

(Date)

=====

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

(Parent/Guardian's Signature)

(Date)

WEST POINT HIGH SCHOOL FORMS AND RELEASES
All Portions of the document must be Complete

| | | |
|---------------------|-----------------------------|--------------|
| Student Name | Parent/Guardian Name | Grade |
|---------------------|-----------------------------|--------------|

Street Address/City/State

Phone Number _____ **Email Address** _____

List Any Medical Conditions

A. DECLARATION OF LEGAL RESIDENCE (FORM A): *Please check if address has not changed since last school year.*

- _____ I declare my legal residence to be that given above.
- _____ I understand that a pupil is not legally enrolled in the West Point Consolidated School District until this form is completed and signed by the parent or guardian.
- _____ I understand that a pupil admitted under false information is not legally enrolled and is subject to penalty.

I hereby certify that the information given above on this form is a true correct statement of my legal residence.

Parent/Guardian Initials _____

B. ATHLETIC PARTICIPATION AND DRUG TESTING CONSENT (FORM C):
Failure to give consent will prohibit your student from participating in any WPHS sports or extra-curricular activities.

- _____ I give consent for my child to participate in athletics/ activities and to be randomly drug tested.
- _____ I Do NOT Give Consent to participate in athletics/activities and to be randomly drug tested.

C. ACCEPTABLE USE POLICY & INTERNET SAFETY POLICY (FORM D):
Failure to agree to this policy will result in your student not being allowed to use school district computers, laptops, or other technology.

I have read, understood, and will ensure that my child will abide by:

- _____ the Acceptable Use Policy & Internet Safety Policy
- _____ I Do NOT wish to allow my child internet access. I understand that this will may create a burden to my child's learning and accept full responsibility for this decision.

D. MEDIA CONSENT (FORM E):

- _____ I give consent for my child to be used in media/publications
- _____ I do not give consent for my child to be used in media publication

Parent/Guardian Signature: _____ Date: _____

West Point High School Early Dismissal Form

Student Name: _____

For early release, students must have met:

- College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math **OR**)
- Earned a Silver level on ACT WorkKeys **OR**
- SAT equivalency sub scores **OR**

Alternately, a student must meet **ALL** of the following:

- Have a 2.5 GPA
- Passed or met all MAAP assessments requirements for graduation
- On track to meet diploma requirements
- Be enrolled in Essentials for College Math or Essentials for College Literacy (**These courses require a ACT sub-score of 15 in the respective subject.**)

Students who meet the above requirements

- Must be picked up at the end of 3rd block and leave campus promptly.
- Students will not be allowed to leave campus and return.
- Signed Early Dismissal Privilege form by parent and return to Senior Counselor and approved by the principal
- Students are not allowed to remain in any teacher's room.
- If a student wishes to remain at school to complete an assignment, he/she must have permission from an administrator.

Students not following school rules that are outlined in this handbook will lose their Early Dismissal privilege and will be placed into a class.

I have read the information above, and I give the above mentioned student permission to leave school early.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

West Point High School Parental Permission Form

I _____ acknowledge

Parent Name (Print)

I am aware that a digital copy of the WPHS Student Handbook is located on the district website. I am also aware that I can request a printed copy from the office. I have read and understand these policies and will ensure that my child will abide by such policies and rules of this student handbook which includes: *Please **initial** each policy acknowledging your reading of student handbook.*

____ Absentee/Tardy Policy

____ Bullying Policy

____ Cell Phone Policy

____ Discipline Ladder including completion of assignments during ISS or OSS

____ Dress Code Policy

____ Drug and Alcohol Use, Possession, and Testing

____ Photo/Video/Interview Permission Form

____ Technology Use Agreement

____ Weapon Possession Policy

Parent/Guardian Signature

Date

Student Name: _____ Grade: _____