

WEST POINT CONSOLIDATED SCHOOL DISTRICT

Faculty Handbook

2026-2027



“All students will be successful!”

Contents

Board of Trustees and Administration.....	2
Vision/Mission Statement	3
School Calendar	4-5
Teacher Salary Schedule.....	6
General Information/Length of School Day/Teacher Responsibility/Dress Code for District Employees/Access to Employee Payroll Information	7
Faculty and Staff:	
East Side Elementary.....	8
Parent Center	9
Church Hill Elementary.....	10-11
South Side Elementary.....	12
West Clay Elementary	13
Fifth Street School.....	14-15
West Point High School.....	16-19
West Point Career & Technology Center	20
West Point Learning Center.....	21
Child Nutrition Program	22
Maintenance Department.....	23
Summary of Policies	24-39
Non-Discrimination Policy; School Activities Funds Management; Field Trips; Smoking and Other Uses of Tobacco; Grievance/Complaint Policy-Licensed Personnel; Political Activity of Staff Members; Credit for Teaching Experience; Schedule of Salary Payments; Educator Licenses/Upgrades; Release from Contract; Professional Evaluation; Sexual Harassment by Staff; Bullying or Harassing Behavior-Cyber Bullying; Reimbursement of Expenses; Personal Leave (Administrative and Instructional); Professional Staff Additional Personal Leave; Absence from Duty; Family and Medical Leave Act (FMLA); Non Professional Staff - Leaves and Absences; Staff Time Records; Drug and Alcohol Use, Possession and Testing; Fund Raising Plans; Food Service; Competitive Foods Regulation; School Meal Charge Policy	
Technology Policies.....	40-46
Asbestos Inspection Statement	47

BOARD OF TRUSTEES

Gene Brown, Chairman	Laquante Pruitt, Secretary
Tommy Coleman, Vice Chairman	Trina Davidson, Member
Israel Lee, Member	

OFFICE OF THE SUPERINTENDENT

Central Office

P. O. Box 656 - 359 Commerce Street

Dr. Jermaine Taylor	Superintendent
Dr. Kendall Pickens	Assistant Superintendent of Operations
Rosezella Reese	Administrative Assistant to Superintendent
Alma Morton	Administrative Assistant
Rita Tilley	Business Manager
Caldon Daniels	Accounts Payable Clerk
Malorie Overfield	Payroll Clerk
Jade Cox	Business Clerk
Kurtida Young	Human Resources/Public Relations

Central Office Annex

196 Tournament Street

Dr. Temeka Shannon	Assistant Superintendent - Curriculum and Instructional
Melinda Johnson	Curriculum and Instructional Administrative Assistant
Kris Hollis	Director of Federal Programs
Marilyn Searcy	Federal Programs Administrative Assistant
Christina White	Testing and Data Coordinator

Information Technology Office

375 Commerce Street

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

Special Services Office

418 Fifth Street

Bernice Johnson	Director of Special Services
Amy Taylor	Administrative Assistant
Christian Ferrell	Child Find Coordinator/Case Manager
Sandra Davenport	Positive Behavior Specialist
Tamara Bowles	School Psychomotrist

VISION

All students will be successful.

MISSION STATEMENT

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

WEST POINT CONSOLIDATED SCHOOL DISTRICT
2026-2027 SCHOOL CALENDAR
School Board Approved 2/9/2026

I. PROFESSIONAL DEVELOPMENT

Business Office / IT New Teacher Orientation Monday, July 20, 2026
 District New Teacher Orientation Tuesday, July 21, 2026
 Professional Development - *1st day for teachers/assistants* Wednesday, July 22, 2026
 Professional Development Thursday, July 23, 2026
 Professional Development Friday, July 24, 2026
 Parent Conferences Day - Fall Semester - student holiday Tuesday, September 8, 2026
 Professional Development - student holiday Monday, January 4, 2027
 Parent Conferences Day - Spring Semester - student holiday Monday, February 15, 2027
 Professional Development - *last day for teachers/assistants* Thursday, May 27, 2027

II. FIRST DAY FOR STUDENTS MONDAY, JULY 27, 2026

GRADUATION (*Date To Be Determined*) May, 2027

III. SCHOOL MONTHS

MONTH	BEGINS	ENDS	NUMBER OF DAYS
First Month	July 27, 2026	September 29, 2026	45
Second Month	October 12, 2026	October 30, 2026	15
Third Month	November 2, 2026	November 30, 2026	16
Fourth Month	December 1, 2026	December 18, 2026	14
Fifth Month	January 5, 2027	January 29, 2027	18
Sixth Month	February 1, 2027	February 26, 2027	19
Seventh Month	March 1, 2027	March 31, 2027	13
Eighth Month	April 1, 2027	April 30, 2027	22
Ninth Month	May 3, 2027	May 26, 2027	18
Total Number of Days			180

4. HOLIDAYS

Holiday	Day Dismissed	Day(s) Missed	Date of Return
<i>Independence Day</i>	July 2, 2026	July 3 - 6, 2026	July 7, 2026
<i>Labor Day / Fall Parent Conf. Day (student holiday)</i>	September 4, 2026	September 7 - 8*, 2026	September 9, 2026
<i>Fall Intersession / Fall Break</i>	September 29, 2026	September 30 - October 2 / October 5 - 9, 2026	October 12, 2026
<i>Thanksgiving</i>	November 20, 2026	November 23 - 27, 2026	November 30, 2026
<i>Christmas / New Year's</i>	December 18, 2026	December 21, 2026 - January 4*, 2027	January 5, 2027
<i>Martin Luther King Jr. Day</i>	January 15, 2027	January 18, 2027	January 19, 2027
<i>Spring Parent Conference Day</i>	February 12, 2027	February 15, 2027*	February 16, 2027
<i>Spring Holidays / Spring Intersession</i>	March 5, 2027	March 8 - 12, 2027 / March 15 - 17, 2027	March 18, 2027
<i>Easter Break</i>	March 25, 2027	March 26 - March 29, 2027	March 30, 2027
<i>Memorial Day</i>	May 28, 2027	May 31, 2027	June 1, 2027
<i>Juneteenth</i>	June 17, 2027	June 18, 2027	June 21, 2027

* This is a holiday for students only.

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

<i>LAST DAY FOR STUDENTS</i>	<i>MAY 26, 2027</i>	<i>TOTAL STUDENT DAYS</i>	<i>180</i>
<i>LAST DAY FOR TEACHERS & ASSISTANTS</i>	<i>MAY 27, 2027</i>	<i>TOTAL STAFF DAYS</i>	<i>187</i>

VI. NINE-WEEK PERIODS

Nine-Week Periods	Begins	Ends	#Teaching Days
First Period	July 27, 2026	September 29, 2026	45
Second Period	October 12, 2026	December 18, 2026	45
Third Period	January 5, 2027	March 5, 2027	42
Fourth Period	March 18, 2027	May 26, 2027	48

VII. BEGINNING AND ENDING EMPLOYMENT DATES

Number of Work Days	Begins	Ends
180 **	Jul 27, 2026	May 26, 2027
187 **	Jul 22, 2026	May 27, 2027
200 (Counselors) +	July 9, 2026	June 2, 2027
200 (Nurses / SPED /IT / TLC Counselor) @	July 13, 2026	May 27, 2027
200 (CTC Staff) #	July 13, 2026	May 27, 2027
200 (JROTC) =	July 17 2026	May 27, 2027
207 &	July 9, 2026	June 2, 2027
227 &	July 1, 2026	June 30, 2027

** Only 180 and 187 day employees receive the Fall and Spring Intersession days as holidays

+ - 200 day counselors receive October 1 - 2 of the Fall Intersession and Spring Intersession as holidays. (September 30, 2026 is a work day)

@ - 200 day nurses, SPED office staff, IT staff and The Learning Center Counselor do not receive Fall and Spring Intersession days as holidays

- CTC Staff does not receive Fall and Spring Intersession days as holidays

= - JROTC staff receive the Fall and Spring Intersession days as holidays. Upon completion of the school year on May 27, 2027, they will have 10 additional days to be worked which will be used for summer camps in June, 2027. The 10 days should be coordinated with the building principal and the business office.

& - 207 and 227 day employees do not receive Fall and Spring Intersession days or October 5 - 6, 2026 as holidays

WEST POINT CONSOLIDATED SCHOOL DISTRICT
TEACHER SALARY SCHEDULE
2026-2027

STATE SALARY SCHEDULE

DISTRICT SALARY SCHEDULE (1 87 days)

Exp.	AAAA	AAA	AA	A	Dist. Supp.	AAAA	AAA	AA	A
00	47,500	46,000	45,000	43,500	900	48,400	46,900	45,900	44,400
01	48,100	46,550	45,525	43,900	950	49,050	47,500	46,475	44,850
02	48,700	47,100	46,050	44,300	1,000	49,700	48,100	47,050	45,300
03	49,300	47,650	46,575	44,700	1,050	50,350	48,700	47,625	45,750
04	49,900	48,200	47,100	45,100	1,100	51,000	49,300	48,200	46,200
05	51,250	49,500	48,350	46,300	1,150	52,400	50,650	49,500	47,450
06	51,850	50,050	48,875	46,700	1,200	53,050	51,250	50,075	47,900
07	52,450	50,600	49,400	47,100	1,250	53,700	51,850	50,650	48,350
08	53,050	51,150	49,925	47,500	1,300	54,350	52,450	51,225	48,800
09	53,650	51,700	50,450	47,900	1,350	55,000	53,050	51,800	49,250
10	55,000	53,000	51,700	49,100	1,400	56,400	54,400	53,100	50,500
11	55,600	53,550	52,225	49,500	1,450	57,050	55,000	53,675	50,950
12	56,200	54,100	52,750	49,900	1,500	57,700	55,600	54,250	51,400
13	56,800	54,650	53,275	50,300	1,550	58,350	56,200	54,825	51,850
14	57,400	55,200	53,800	50,700	1,600	59,000	56,800	55,400	52,300
15	58,750	56,500	55,050	51,900	1,650	60,400	58,150	56,700	53,550
16	59,350	57,050	55,575	52,300	1,700	61,050	58,750	57,275	54,000
17	59,950	57,600	56,100	52,700	1,750	61,700	59,350	57,850	54,450
18	60,550	58,150	56,625	53,100	1,800	62,350	59,950	58,425	54,900
19	61,150	58,700	57,150	53,500	1,850	63,000	60,550	59,000	55,350
20	62,500	60,000	58,400	54,700	1,900	64,400	61,900	60,300	56,600
21	63,100	60,550	58,925	55,100	1,950	65,050	62,500	60,875	57,050
22	63,700	61,100	59,450	55,500	2,000	65,700	63,100	61,450	57,500
23	64,300	61,650	59,975	55,900	2,050	66,350	63,700	62,025	57,950
24	64,900	62,200	60,500	56,300	2,100	67,000	64,300	62,600	58,400
25	67,400	64,700	63,000	58,800	2,150	69,550	66,850	65,150	60,950
26	68,000	65,250	63,525	59,200	2,200	70,200	67,450	65,725	61,400
27	68,600	65,800	64,050	59,600	2,250	70,850	68,050	66,300	61,850
28	69,200	66,350	64,575	60,000	2,300	71,500	68,650	66,875	62,300
29	69,800	66,900	65,100	60,400	2,350	72,150	69,250	67,450	62,750
30	70,400	67,450	65,625	60,800	2,400	72,800	69,850	68,025	63,200
31	71,000	68,000	66,150	61,200	2,450	73,450	70,450	68,600	63,650
32	71,600	68,550	66,675	61,600	2,500	74,100	71,050	69,175	64,100
33	72,200	69,100	67,200	62,000	2,550	74,750	71,650	69,750	64,550
34	72,800	69,650	67,725	62,400	2,600	75,400	72,250	70,325	65,000
35	73,400	70,200	68,250	62,800	2,650	76,050	72,850	70,900	65,450

VOCATIONAL SALARY SCHEDULE

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

GENERAL INFORMATION

LENGTH OF SCHOOL DAY FOR PROFESSIONAL PERSONNEL

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

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

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

DRESS CODE FOR DISTRICT EMPLOYEES

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

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

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

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

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

Employees have the ability to access monthly payroll information, pay stubs and W-2s through the district payroll software. To access employee information, go to the district website, click on "Employee Portal", then under "Quick Links", click on "Integrity Employee Connect." To login, your **User ID** is the first 3 letters of your last name in UPPER case and the last four digits of your social security number. Your **Password** will be the first and last initial in LOWER case and last four digits of your social security number plus the @ sign plus your full year of birth (4 digits). *Example: John Smith xxx-xx-1234, birthday 01-01-2005. User ID is SM1234; Password is js1234@2005*

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

East Side Elementary

1039 E. Broad Street, West Point, Mississippi 39773

(662) 494-4691

Shekia Carroll Principal / Waynette Baker Administrative Assistant

EMPLOYEE

Tasha Bush
Newassa Howard
Korsica Lucas
Rebecca Vaughan

ASSIGNMENT

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



Brenda Britt Teacher Assistant, Pre-Kindergarten
Laketha Cunningham Teacher Assistant, Pre-Kindergarten
Jennifer Moore Teacher Assistant, Pre-Kindergarten
Jenevieve Wolanek Teacher Assistant, Pre-Kindergarten, SPED

Javonna Coggins Teacher, Kindergarten
LaPorsha Ewing Teacher, Kindergarten
Danyelle Gibbs Teacher, Kindergarten
April Harrell Teacher, Kindergarten
Virginia Huffman Teacher, Kindergarten
Kara Lee Teacher, Kindergarten, Interventionist
Zybreshia Lindsey Teacher, Kindergarten
Reilly Moreno Teacher, Kindergarten, SPED
Kendashia Redmond Teacher, Kindergarten, SPED
Jayla Richey Teacher, Kindergarten
Lekisha Sceals Teacher, Kindergarten



Latoria Jefferson Teacher Assistant, Kindergarten
LaVelda Lane Teacher Assistant, Kindergarten, SPED
Justina Price Teacher Assistant, Kindergarten
Sheilah Moore Teacher Assistant, Kindergarten
Hailey Newman Teacher Assistant, Kindergarten
Kayla Lowery Teacher Assistant, Kindergarten, SPED
Pearlie Smith Teacher Assistant, Kindergarten
Bernice Thomas - Johnson Teacher Assistant, Kindergarten
Jacqueline Vance Teacher Assistant, Kindergarten
Elizabeth Ward Teacher Assistant, Kindergarten

Latarsha Taylor Computer Science Lab
Melissa McKinney Librarian/Art
Cody Allen Physical Education

Contessa Ewing Counselor/Computer Lab
Ashley Morris Nurse



PARENT CENTER

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

EMPLOYEE

Shirley Ewing
Zinnie Collins - Sherman

ASSIGNMENT

Coordinator
Coordinator



CHURCH HILL ELEMENTARY

2050 W. Church Hill Road

West Point, Mississippi 39773

(662) 494-5900



Dr. Jon Oswalt Principal / *Inell Bradshaw* Administrative Assistant

Tasha Stanfield Assistant Principal

EMPLOYEE

ASSIGNMENT

Grace Adams
Meagan Roberts
Monica Johnson
Brooke Ketchum
Charlotte Leech
Kierra McNair
Alexis McMullen
Courtney Prather
Shenikia Shelton

First Grade
First Grade
First Grade
First Grade
First Grade
First Grade
First Grade
First Grade
First Grade

Amy Baswell
Breann Duke
Susan Horton
Brianna King
Tawana Robertson
Sharon Salmon
Julia McDill
Jennifer Wofford

Second Grade
Second Grade
Second Grade
Second Grade
Second Grade
Second Grade
Second Grade
Second Grade

Leah Alonso
Mitch Bohon
Megan Palmer
Casey Berry
Sadie Higginbotham
Leann Jenkins
Madelyn Palmer
Haley McGarity

Dyslexia Therapist
Physical Education
Special Education
Special Education
Special Education
Interventionist
Speech
Librarian



Katrina Savage
Rebekah Schultz
Lauren Sennett
Addyson Olive
Samantha Weathers
William Sugg
Kaitlin Wheely

Special Education
Music
Quest
Speech
Special Education
Special Education
Special Education



Syndy Andrews
Britney Boyd
Genniece Brown
Brenda Doss
Elisha Carter
Vanessa Fulgham
Niyoka Ewings
Rosundra Flagg
Paityn Fulgham
Janet Gordon
Tammy Hamby
Debbie Kelly
Kappie Livingston
Pamela Logan
Kristen Oliver
Courtney Simmons
Valerie Smith
Macey Gunter
Jaiyatta Walker
Angie Wooten
Halie Edwards



Teacher Assistant, SPED
Teacher Assistant, Dyslexia
Teacher Assistant
Teacher Assistant
Teacher Assistant, Interventionist
Teacher Assistant
Teacher Assistant, Art
Teacher Assistant
Teacher Assistant
Teacher Assistant
Teacher Assistant, SPED
Teacher Assistant, SPED
Teacher Assistant
Teacher Assistant
Teacher Assistant
Teacher Assistant, ISS
Teacher Assistant
Teacher Assistant, Computer Science
Teacher Assistant, SPED
Teacher Assistant, SPED

Jordan McCarter
Susan McComic
Michael Baldwin

Counselor
School Nurse
Resource Officer





SOUTH SIDE ELEMENTARY

237 Louis Odneal Road - West Point, MS 39773

(662) 495-6216

Lucy McKellar

Principal

Tasha Stanfield Assistant Principal

Teisha Spraggins Administrative Assistant

EMPLOYEE

Missy Arnett
Sidney Bosman
Taraja Gibbs
Aubree Gregg
Eliabeth Child
Joyce Manigo
Ashlee Elkins
Tina Price
Gracie Jones

ASSIGNMENT

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

Zaqueria Collins
Jessica Duncan
Selisha Ivy
Lindsey Marsac
Adandi Johnson
Briceley Morris
Dawn Thomas
Shemeka Wofford

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

Betty Banks
Janet Deanes
Helen Facella
Amanda Gentry
Jessica Glusenkamp
Ashley Irvin
Garnett McDaniel
Kathleen O'Briant
Caroline Pochop
Danyell Randle
Jerrlon Shelton
Alicia Wilson

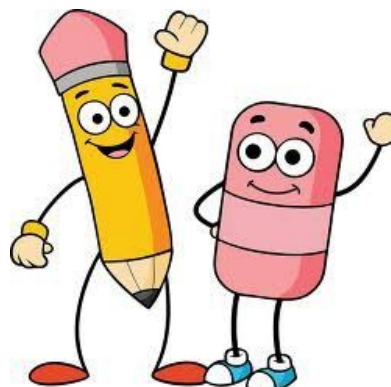
Inclusion
SPED Inclusion
Dyslexia Interventionist
P.E/Gym
Librarian
Quest
Quest
Resource
Music
Inclusion
Interventionist
Self-Contained

Shaffel Freeman	Tutor/Intervention
Jamia Holling	Teacher Assistant
Wendi Oswalt	Teacher Assist/Self-Contained
Stephanie Makone	Tutor/Intervention
Courtney Ward	Teacher Assist/Discovery Lab
Cindy Watson	Tutor/Intervention



Susan McComic
Leardrenice Collins
Vanesita Mitchell

Nurse
Counselor
Resource Officer





WEST CLAY ELEMENTARY

450 Joe Stevens Road

Cedar Bluff, MS 39741

(662) 494-2350

Trenice Brownlee

Shatondra Johnson

Principal

Administrative Assistant

Arma Johnson
Roteryia Ford
Iris Dismuke
Sandra Deanes
Penny Elliott
LaShawn Bush
Michael Veazey
Lacie Pumphrey
Virginia Johnson
Denice Hagan

Pre-Kindergarten
Kindergarten
First Grade
Second Grade
3rd / 4th Grade Math/Science
3rd / 4th Grade, ELA/Social Studies
5th / 6th Grade, ELA /Science
Interventionist / Librarian
5th/6th Grade, Math/Social Studies
Special Education

Lorie Parker
Lessie Davidson
Louise Bigham
Melinda Crowley
Calvin Golden
Jennifer Townsend
Porshe Washington
Carol Doss

Teacher Assistant, Pre-K
Teacher Assistant, Kindergarten
Teacher Assistant, 1st Grade
Teacher Assistant, Special Education
Teacher Assistant, Special Education
Teacher Assistant, Special Education
Teacher Assistant, Art/ Computer Science
Teacher Assistant, Interventionist

Cody Allen
Kathryn Lummus
Travis Metcalf
Andrea Myers

Physical Education Teacher
Gifted
Band Director
Speech

Katrina Carlisle
Shalandor Johnson

Counselor
Nurse

Cythia Myles

Resource Office



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

EMPLOYEE

ASSIGNMENT

Fifth Grade

Talisha Randle Principal

Cody Blackwell
Dangela Davis
Tomica Hayes
Boone Lairy
Sasha Prisock
Katisha Richardson
Angie Riddle
Madeline Weaver
Kim Wilson

Math
SPED Inclusion
Social Studies
Social Studies
ELA
ELA
Science
Math
Science

Telkia Bryant Administrative Assistant

Karen Gore Administrative Assistant



Sixth Grade

Kim Booth
Christina Boston
Latrenda Fenton
Shann Gann
Nicole Long
Emily Lowery
Brenda Miller
Tashanda White
Danielle Williams

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

Seventh Grade

Andrea Adams
Whitney Crawford
Karen Crosby
Peyton Crosby
Catrina Glaspie
Rashad Hosey
Beverlee Jackson
Sarah Jones
Virginia Jones
Malikah Moore
Shycambree Sanders
Jon Zarandona

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

Tiara Brown

Assistant Principal



Roulette Hosey

Assistant Principal

Exploratory

Esmereldo Arellano	Spanish/STEM Lab
Camille Bobo	Gifted
Steve Cannon	Physical Education
Kathryn Lummus	Gifted
Courtney Wilson	Physical Education

Student Support

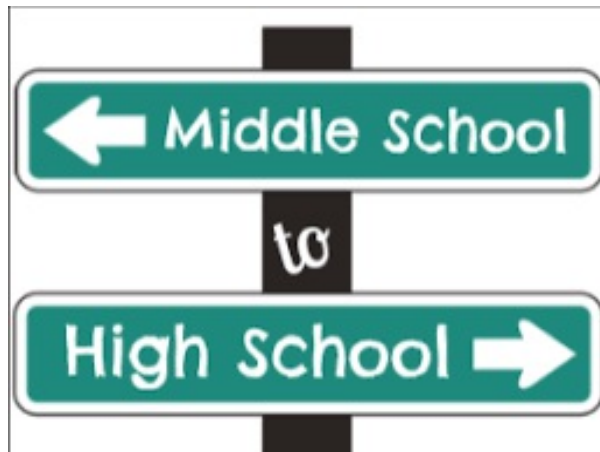
Annie Barnes	Teacher Assistant/SPED
Roy Bishop	Special Education
Sharon Circus	Teacher Assistant/SPED
Tiffany Ferguson	Band
Callie Goodson	Special Education
Jefferey Jones	Interventions
Sylvia Pernell	ISS/Teacher Assistant
China Quinn	Second Chance/ISS
Erica Stokes	Librarian
Dora Williams	Assistant Teacher

Shalandor Johnson
Danielle Spencer

Nurse
Counselor

Kevin Smiley

Resource Officer



WEST POINT HIGH SCHOOL

North Campus (Grades 8 - 9)

204 S. Eshman Avenue / West Point, Mississippi 39773

494-6665

Dr. Shameeka Deanes

Associate Principal, North Campus

Delbrina Davidson

Assistant Principal, North Campus

EMPLOYEE

Eighth Grade

Devan Boatner
Lakesha Bowen
Jaden Craven
Tiffany Ferguson
Kelly Gaskin
Taylor Lairy
Travis Metcalf
Alexis Nabors
Jonathan Reeves
Shanequa Robbins
Tonya Robinson
Joni Rogers
Harley Sharp
Kasey Trainer
James Walker
Monica Webb
Dana White
Samatha Wilbon

ASSIGNMENT

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



Ninth Grade

Lenden Bartlett
Pamela Billups
Mark Davis
Christopher Durham
LaShona Edwards
Brittany Eley
Sarah Ewing
Ashley Fremin
Nathan Gaillard
Justin Lairy
Cameron Skinner
Owen Wolf



History
Special Education
Special Education
Chorus
Algebra
English
Special Education
ICT
Biology
Health
History
English

West Point High School - North Campus (continued)

Teacher Assistants

Natasha Jackson
Canary Lane
Terrance Nicholson
Toni Randle
Vivian Tallie

Special Education
Special Education
ISS
Special Education
Special Education

Sharonda Pulphus
Leterice Townsend
Jacqueline Crump

Administrative Assistant
Counselor
Nurse

Rasheada Doss

Resource Officer



WEST POINT HIGH SCHOOL

South Campus (Grades 10 - 12)

90 S. Eshman Avenue

494-5083

Michael Watkins Principal, South Campus

Jacob Gentry

Assistant Principal, South Campus

Natasha Richey

Assistant Principal, South Campus

Pamela Anderson
Luke Atkins
Crystal Barr
Anfernee Brand
Ronondo Bowen
Roger Burton
Latesha Bush
Demontez Calvert
Gabrielle Cannon
Kiara Clay
Skylar Conway
Tranaine Hardin
Towanda Farrington
Arlander Gathing
Charles Herron
QuVarius Howard
Mevalone Johnson
Hosea Lairy
Noah Lawson
Jacoby McQuiller
Courtney Murphy
Cynthia Myles
David Nethery
Perry Price
Tolanda Ramsey
William Reagan
Carolyn Richardson
Youlanda Sherman
April Shoffner
Andrew Summers
Kahla Thomas
Krishina Turnipseed
Ellen Veazey

English
Social Studies
Special Education
Special Education
Special Education
PE
Librarian
Social Studies
Math
Math
English
English
JROTC
Math
College Career Readiness
ACT Prep
Special Education
ISS
Science
Family Consumer Science
Science
Spanish
Math
Academic Coach
English
History
Special Education
Social Studies
Special Education
Math
Graduation Coach
JROTC
Art



West Point High School - South Campus (continued)

Kiara Walker
David Warren
Ashley Williams
Justin Wooten
Michelle Zimmerman

English
Science
Social Studies
Business
Science



Cynthia Thomas
Kristi Selvie
Geraldine Gunn

Administrative Assistant
Administrative Assistant
Administrative Assistant

Tosha Crawford
Natasha Daniel

Counselor
Counselor

Jacqueline Crump

Nurse

Brad Cox

Athletic Director

Jennifer Webb
Roger Burton

Administrative Assistant, Athletic Department
Head Football Coach

Albert Lee

Resource Officer



WEST POINT CAREER & TECHNOLOGY CENTER

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

Patrick Ray Director

EMPLOYEE

Mac Abernathy
April Acker
Kasi Black
Shelia Fulgham
Ahmard Neely
Coree Nimmo
Alan Leonard
Brittany Stark

ASSIGNMENT

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

DeAndra Lockett
Tracy Hammond

Administrative Assistant
Counselor



WEST POINT LEARNING CENTER

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

Richard Bryant Principal

EMPLOYEE

Jamie Lee
Gay Reed
Demetria Stewart
Kyle Stringer

ASSIGNMENT

Special Education
English / Social Studies
Mathematics
Science / PE

Monica Pippins
Erin King

Administrative Assistant
Counselor



CHILD NUTRITION PROGRAM

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

Anna Ward

Director

Donna Harris

Administrative Assistant



East Side Elementary

Melinda Buttrey	Manager
Elmetra Gandy	Worker
Gidget Riley	Worker

Church Hill/South Side Elementary

Gwenda Jordan	Manager
Latisha Bolden	Worker
Diana Harris	Worker
Linda King	Worker
Makeska Shoemaker	Worker
Tonia Stovall	Worker
Tyrenda Roby	Worker
Janice Young	Worker
Darius Lenoir	Worker
Beaunka Grice	Worker

West Clay Elementary

Anna Owens	Manager
Debrough Bell	Worker

Quality Control Supervisor

Lakeisha Stark



Fifth Street Junior High

Lakeshia McMillian	Manager
Dana Armstrong	Worker
Sheneoa Cunningham	Worker
Ozara Edwards	Worker
Essie Pruitt	Worker
Jeoucious Shoemaker	Worker

West Point High School -North

Early Tate	Manager
Dianne Coggins	Worker
Advonda Hunter	Worker
Marie Griffin	Worker
Chamia Randle	Worker

West Point High School-South

Jessica Binder	Manager
Victoria Hannah	Worker
Earnestine Jones	Worker
Ouida Morton	Worker
Shaminka Shoemaker	Worker
Tarajay Clay	Worker

MAINTENANCE DEPARTMENT

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

Rickey Melton Maintenance Director

Lawrence Amos Custodial Supervisor

Steven Moore HVAC Technician

Thomas Rice Maintenance

Stephen Scott, Jr. Maintenance

Kenneth Brooks White Maintenance



Custodial Staff

** Head Custodian*

Central Office/Annex/IT

Ruby Matthews

East Side

Ameka Brownlee*

Deborah Jones

Dorothy Smith

George Randle

Church Hill

Eva Lois Heard*

Jerry Almond

Elaine Bradshaw

Joel Mitchell

South Side

Kearia Watts*

Wendell Bennett

Cassandra Bradshaw

Cherry Carl

West Clay Elementary

Monica Smith*

Felix Lee

Bob Logan

Athletic Department

Thomas (TC) Harris*

Fifth Street School

Georgia Bell*

Shalondria Bryant

Richard Byars

Willie Randle

Thomas Johnson

Jacquelin Shelton

WPHS - North

Lou Ivy*

Geneva Davenport

Tamela Richardson

Abner Tallie

Danita Upshaw

WPHS - South

Darren Harris*

Dewitt Cooperwood

Tracy Melton

Virginia Randle

Bonnie Shield

Career & Technology Center

Joann House*

Learning Center

Barbara Lash



SUMMARY OF POLICIES

The district policy manual is on the school district website. To access all policies, go to www.westpoint.k12ms.us and under “Quick Links” you will find “School Board Policy Manual”.

Some of the policy information below may only be a section of the policy which is being referenced, so if you have question regarding that particular policy, please check the school website to read the policy in its entirety.

NON-DISCRIMINATION POLICY

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

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

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

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

SCHOOL ACTIVITIES FUNDS MANAGEMENT

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

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

All activity funds received by a local school must be deposited into its account, through the principal.

All collections/receipts must be deposited on a daily basis.

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

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

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

FIELD TRIPS

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

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

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

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

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

SMOKING AND OTHER USES OF TOBACCO

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

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

Educational property is defined as any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity.

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

GRIEVANCE/COMPLAINT POLICY - LICENSED PERSONNEL

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

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

POLITICAL ACTIVITY

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

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

CREDIT FOR TEACHING EXPERIENCE

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

SCHEDULE OF SALARY PAYMENTS

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

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

EDUCATOR LICENSES/UPGRADES

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

RELEASE FROM CONTRACT

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

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

PROFESSIONAL EVALUATION

All professional employees shall be subject to annual evaluation procedures.

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

SEXUAL HARASSMENT BY STAFF

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

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

BULLYING OR HARASSING BEHAVIOR/CYBER BULLYING

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

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

REIMBURSEMENT OF EXPENSES

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

*Reference: Board **Policy GBRF** – Professional Personnel Expenses*

PERSONAL LEAVE

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

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

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

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

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

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

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

PROFESSIONAL STAFF ADDITIONAL PERSONAL LEAVE

SECTION I: WHO MAY EARN ADDITIONAL PERSONAL LEAVE

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

Anniversary date between:

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

October 1st and December 31st - 5 (five) days

January 1st and March 31st - 2 ½ (two and one half) days

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

SECTION II: USE OF EARNED ADDITIONAL PERSONAL LEAVE DAYS

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

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

SECTION III: TERMINATION OF EMPLOYEES PRIOR TO RETIREMENT

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

SECTION IV: TERMINATION OF EMPLOYMENT AT RETIREMENT

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

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

ADMINISTRATIVE PERSONNEL ADDITIONAL PERSONAL LEAVE

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

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

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

ABSENCE FROM DUTY

SICK LEAVE ALLOWANCE

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

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

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

PERSONAL LEAVE ALLOWANCE

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

1. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, an immediate family member of the employee is being deployed for military service.

2. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, the employee has been summoned to appear for jury duty or as a witness in court.
3. Personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee has either a minimum of ten (10) years experience as an employee of West Point Consolidated School District or a minimum of thirty (30) days of unused accumulated leave that has been earned while employed in the West Point Consolidated School District.
4. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, an immediate family member of the employee dies or funeral services are held.

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

PROFESSIONAL LEAVE ALLOWANCE

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

RETIREMENT

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

RULES AND REGULATIONS

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

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

NON-LICENSED AND HOURLY PAID SCHOOL EMPLOYEES

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

VACATION AND PERSONAL LEAVE

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

school district and available for use by the employee. The leave converted under a lawfully adopted policy prior to May 1, 2004, or such personal and vacation leave accumulated and available for use as of May 1, 2004, which was subsequently converted to sick leave may be certified to the Public Employees' Retirement System upon termination of employment and any such leave previously converted and certified to the Public Employees' Retirement System shall be recognized.

DEFINITIONS

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

JURY DUTY /OTHER LEAVE

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

LEAVE DUE TO DECLARED EMERGENCY CLOSURES

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

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

FAMILY AND MEDICAL LEAVE ACT (FMLA)

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

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

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

NONPROFESSIONAL STAFF - LEAVES AND ABSENCES

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

9 months (187 day) employee	seven (7) sick days, two (2) personal
10 months employee	eight (8) days, two (2) personal
12 months employee	ten (10) days, ten (10) personal
- (B) At the beginning of each school year support staff (180 day) personnel working full time eight (8) hour assignments shall be credited with five (5) days sick leave allowance, with pay, for absences caused by illness or physical disability of the employee during that school year.
- (C) At the beginning of each school year support staff (180 day) personnel working full time six (6) hour or seven (7) hour assignments shall be credited with four (4) days sick leave allowance, with pay for absences caused by illness or physical disability of the employee during that school year.
- (D) At the beginning of each school year support staff (180 day) personnel working full time four (4) hour or five (5) hour assignments shall be credited with three (3) days sick leave allowance, with pay for absences caused by illness or physical disability of the employee during that school year.
- (E) Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such employee.

SECTION II

In addition to the reason of personal illness or physical disability, the aforementioned basic leave or accumulated days, not to exceed the basic leave outlined in Section I, may be used for the reason of illness in the immediate family or death in the

family as defined below. Employees may request in writing an extension of the allowed days for extended family illness not to exceed accumulated sick leave.

Illness In The Immediate Family

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

Death In The Family

Death and funeral of a relative.

SECTION III

Pregnancy

Section I and II above apply to maternity leave.

Extended Personal Leave

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

SECTION IV

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

SECTION V

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

SECTION VI

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

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

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

SECTION VII

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

SECTION VIII

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

SECTION IX

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

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

surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.

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

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

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

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

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

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

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

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

SECTION X

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

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

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

SECTION XI

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

Education or his designee. Authorization by the Superintendent or his designee is required for emergency use of personal days.

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

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

STAFF TIME RECORDS

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

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

CONSEQUENCES FOR FAILURE TO CLOCK IN/OUT

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

First Occurrence - Verbal warning from supervisor

Second Occurrence - Written warning from supervisor

Third Occurrence - Meeting with supervisor

Fourth Occurrence - Written warning from the Superintendent

Fifth Occurrence - Review of record by Superintendent with possible termination

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

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

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

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

EMPLOYEE INCENTIVE PROGRAM

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

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

DRUG AND ALCOHOL USE, POSSESSION AND TESTING

Students are absolutely prohibited from carrying, possessing in any manner, using, or selling alcoholic beverages, morphine, marijuana, cocaine, opium, heroin, their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drugs, barbiturate, substance ingredient, or compound that, when taken orally intravenously, inhaled,

or consumed in any other manner, may cause the person to be under the influence thereof, or any other controlled substance regulated by applicable Mississippi law, including any substance that is falsely represented to be a controlled or counterfeit substance.

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

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

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

FUND RAISING PLANS

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

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

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

*Reference: Board **Policy JK** - Fund Raising Plans*

FOOD SERVICE

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

1. It shall be the responsibility of the principal to arrange the schedule so that the children will at all times enter the cafeteria, eat their lunch, and return to their classrooms in an unhurried and relaxed manner. Teachers will come down the serving lines with their class at serving time in order to keep the serving line moving on schedule and to supervise the behavior of their children. Dissatisfaction with the manner in which the cafeteria prepares and serves food and any recommendation for improvement will be expressed to the principal who will take the matter under advisement with the cafeteria administrators.
2. No lunches will be served to carry out of the dining area.
3. Bulletins issued each day by the secondary schools should be given the manager in order that she may know the activities for the day -- more especially if it affects the lunchroom as to the number to be served. Information regarding large groups leaving campus who ordinarily eat shall be given the manager the day before the event takes place.
4. The Director of Food Services must be notified at least 3 weeks in advance of any change in menu, special dinners, etc.

5. Children bringing lunches from home may purchase one only half pint of milk to add to their lunches.
6. Periods during the day may be planned by the principal whereby the student may purchase one only half pint of milk before lunch and before leaving the school in the afternoons, but the milk will have to be consumed on the school premises.
7. Children are not allowed in the kitchen.
8. Teachers are to be served from serving lines only.
9. Teachers are not to come into the kitchen for special service.
10. Relatives of school lunch employees shall not be granted privileges denied other children.
11. Beverages other than milk shall not be consumed in the dining room during the lunch period except in an unidentifiable container.
12. Free or reduced price meals to qualified children will be served.
13. Foods and beverages available in the lunchroom shall be only those which contribute both to the nutritional needs of the child and to the development of desirable food habits.
14. No one except employees shall be admitted to the kitchen during preparation and serving hours except repairmen, deliverymen, or persons in possession of a current health card.
15. No lunches may be charged for anyone at any time.

COMPETITIVE FOODS REGULATION

1. No food items will be sold on the school campus for one hour before the start of any meal service period.
2. The school food service shall serve only those foods which are components of the approved federal meal patterns being served (or milk products) and such additional foods as necessary to meet the caloric requirements of the age group being served.
3. With the exception of milk products a student may purchase individual components of the meal only if the full meal unit is being purchased.
4. Students who bring lunch from home may purchase milk products.

SCHOOL MEAL CHARGE POLICY

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

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

CIPA POLICY - ACCEPTABLE USE FOR INTERNET AND COMPUTERS

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

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

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

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

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

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

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

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

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

Mobile Devices Policy - West Point Consolidated School District may provide users with mobile computers or

other devices to promote learning outside of the classroom.

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

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

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

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

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

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

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

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

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

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

Examples of Acceptable Use

- Using school technologies for school-related activities.
- Following the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treating school resources carefully and alerting staff when a problem exists with its operation.

- Encouraging positive, constructive discussion while using collaborative technologies.
- Alerting a teacher or other staff member if aware of threatening, inappropriate, or harmful content (images, messages, posts) online.
- Using school technologies at appropriate times, in approved places, for educational pursuits. Citing sources when using online sites and resources for research.
- Recognizing that use of school technologies is a privilege and treat it as such.
- Helping to protect the security of school resources.

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

Examples of Unacceptable Use

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

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

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

INTERNET SAFETY POLICY

Introduction

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

Definitions

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

Access To Inappropriate Material

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

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the West Point Consolidated School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

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

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

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

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

TECHNOLOGY AND INSTRUCTION / ELECTRONIC INFORMATION RESOURCES

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

This board believes that Library media specialists and teachers have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

The Internet is a fluid, global environment in which information is constantly changing, thereby making it impossible to predict with certainty what information students might locate. Availability of information to students on the Internet does not imply endorsement by this school district.

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

The guidelines shall include language affirming that:

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

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

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

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

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

DISTANCE/ONLINE LEARNING

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

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

STAFF CONDUCT ON VIRTUAL MEETINGS

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

Virtual Platform Usage

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

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

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

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

Student Communication

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

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

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

Disclosure of Information

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

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

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

Professional Educator Code of Conduct

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

*Reference Board **Policy IAAB** - Staff Conduct on Virtual Meetings Adopted 8/10/2020*

RESPONSIBLE USE OF DISTRICT USED TECHNOLOGY

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

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

Device Checkout Agreement.

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

Each user of district technology will:

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

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

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

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

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



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.



BE THE ONE



BE THE CHANGE.



BE THE DIFFERENCE.



BE THE ONE.

