

West Point Consolidated School District

Faculty Handbook



“All students will be successful!”

2019-2020

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FOREWORD

This guidebook is placed in the possession of each employee of the West Point Consolidated School District for the 2019-2020 session. Please refer to the district website, www.westpoint.k12.ms.us, for the district policy manual and updates that may occur during the year.

BOARD OF TRUSTEES

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

OFFICE OF THE SUPERINTENDENT

Central Office

P. O. Box 656 - 359 Commerce Street

Burnell McDonald	Superintendent
Jermaine Taylor	Assistant Superintendent of Operations
Susan Cothren	Business Manager
Carolyn Golson	Administrative Assistant to Superintendent
Julie Hill	Community Relations
Caldon McMillian	Accounts Payable Clerk
Rosezella Reese	Administrative Assistant
Rita Tilley	Payroll Clerk
Anna Ward	Business Clerk

Central Office Annex

196 Tournament Street

Reita Humphries	Assistant Superintendent - Instructional and Federal Programs
Kris Hollis	Director of Testing and Curriculum
Latosha Williams	Federal Programs Administrative Assistant
Marilyn Searcy	Curriculum Administrative Assistant

Information Technology Office

375 Commerce Street

Mechelle Welch	Technology Director
Tammy Clark	Computer Technician
Kenny White	Computer Technician

Special Services Office

418 Fifth Street

Jeanette Longstreet	Director of Special Services
Gwen Coleman	Psychologist/Instructional Facilitator
Christian Ferrell	Psychomotrist
Sandra Davenport	Positive Behavior Specialist
Amy Taylor	Administrative Assistant

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

VISION

All students will be successful.

MISSION STATEMENT

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

WEST POINT CONSOLIDATED SCHOOL DISTRICT
2019-2020 SCHOOL CALENDAR
School Board Approved 3/18/19

I. PROFESSIONAL DEVELOPMENT

New Teacher Orientation Wednesday, July 31, 2019 – 8:00 a.m.-3:00 p.m.
Professional Development - *1st day for teachers/assistants* Thursday, August 1, 2019 – 8:00 a.m.-3:00 p.m.
Professional Development Friday, August 2 - Monday, August 5, 2019 – 8:00 a.m.-3:00 p.m.
Parent Conferences Day - Fall Semester - student holiday Tuesday, October 15, 2019 – 10:00 a.m.-6:00p.m.
Professional Development - student holiday Monday, January 6, 2020 – 8:00 a.m.-3:00 p.m.
Parent Conferences Day - Spring Semester - student holiday Monday, February 10, 2020 – 10:00 a.m.-6:00p.m.
Graduation (*Tentative depending on MSU*) Thursday, May 21, 2020 – 7:00 p.m.-9:00 p.m.
Professional Development - *last day for teachers/assistants* Friday, May 22, 2020 – 8:00 a.m.-3:00 p.m.

II. FIRST DAY FOR STUDENTS TUESDAY, AUGUST 6, 2019

III. SCHOOL MONTHS

MONTH	BEGINS	ENDS	NUMBER OF DAYS
First Month	August 6, 2019	September 30, 2019	39
Second Month	October 1, 2019	October 31, 2019	21
Third Month	November 1, 2019	November 22, 2019	16
Fourth Month	December 2, 2019	December 20, 2019	15
Fifth Month	January 7, 2020	January 31, 2020	18
Sixth Month	February 3, 2020	February 28, 2020	19
Seventh Month	March 2, 2020	March 31, 2020	17
Eighth Month	April 1, 2020	April 30, 2020	20
Ninth Month	May 1, 2020	May 21, 2020	15
Total Number of Days			180

4. HOLIDAYS

Holiday	Day Dismissed	Day(s) Missed	Date of Return
<i>Independence Day</i>	July 3, 2019	July 4, 2019	July 5, 2019
<i>Labor Day</i>	August 30, 2019	September 2, 2019	September 3, 2019
<i>Fall Break/Parent Conf. Day</i>	October 11, 2019	October 14 -15*, 2019	October 16, 2019
<i>Thanksgiving</i>	November 22, 2019	November 25 - 29, 2019	December 2, 2019
<i>Christmas/New Year's</i>	December 20, 2019	December 23, 2019 - January 6*, 2020	January 7, 2020
<i>Martin Luther King Day</i>	January 17, 2020	January 20, 2020	January 21, 2020
<i>Spring Parent Conf. Day (student holiday)</i>	February 7, 2020	February 10, 2020	February 11, 2020
<i>Spring Holidays</i>	March 6, 2020	March 9 - 13, 2020	March 16, 2020
<i>Easter Break</i>	April 9, 2020	April 10 - 13, 2020	April 14, 2020
<i>Memorial Day</i>	May 22, 2020	May 25, 2020	May 26, 2020

* This is a holiday for students only.

E. PAY DAY LAST WORKING DAY OF EACH MONTH

<i>LAST DAY FOR STUDENTS</i>	<i>MAY 21, 2020</i>	<i>TOTAL STUDENT DAYS</i>	<i>180</i>
<i>LAST DAY FOR TEACHERS & ASSISTANTS</i>	<i>MAY 22, 2020</i>	<i>TOTAL STAFF DAYS</i>	<i>187</i>

VI. NINE-WEEK PERIODS

Nine-Week Periods	Begins	Ends	#Teaching Days	Report Cards
First Period	August 6, 2019	October 4, 2019	43	October 15, 2019
Second Period	October 7, 2019	December 20, 2019	48	January 14, 2020
Third Period	January 7, 2020	March 6, 2020	42	March 23, 2020
Fourth Period	March 16, 2020	May 21, 2020	47	May 22, 2020

VII. BEGINNING AND ENDING EMPLOYMENT DATES

Number of Work Days	Begins	Ends
187	August 1, 2019	May 22, 2020
200	July 17, 2019	May 27, 2020
207	July 17, 2019	June 5, 2020
235	July 1, 2020	June 30, 2020

**WEST POINT CONSOLIDATED SCHOOL DISTRICT
TEACHER SALARY SCHEDULE
2019-2020**

STATE SALARY SCHEDULE

DISTRICT SALARY SCHEDULE (187 days)

Exp.	AAAA	AAA	AA	A	Dist. Supp.	AAAA	AAA	AA	A
00	40,608	39,444	38,280	35,890	900	41,508	40,344	39,180	36,790
01	40,608	39,444	38,280	35,890	950	41,558	40,394	39,230	36,840
02	40,608	39,444	38,280	35,890	1,000	41,608	40,444	39,280	36,890
03	41,402	40,171	38,940	36,385	1,050	42,452	41,221	39,990	37,435
04	42,196	40,898	39,600	36,880	1,100	43,296	41,998	40,700	37,980
05	42,990	41,625	40,260	37,375	1,150	44,140	42,775	41,410	38,525
06	43,784	42,352	40,920	37,870	1,200	44,984	43,552	42,120	39,070
07	44,578	43,079	41,580	38,365	1,250	45,828	44,329	42,830	39,615
08	45,372	43,806	42,240	38,860	1,300	46,672	45,106	43,540	40,160
09	46,166	44,533	42,900	39,355	1,350	47,516	45,883	44,250	40,705
10	46,960	45,260	43,560	39,850	1,400	48,360	46,660	44,960	41,250
11	47,754	45,987	44,220	40,345	1,450	49,204	47,437	45,670	41,795
12	48,548	46,714	44,880	40,840	1,500	50,048	48,214	46,380	42,340
13	49,342	47,441	45,540	41,335	1,550	50,892	48,991	47,090	42,885
14	50,136	48,168	46,200	41,830	1,600	51,736	49,768	47,800	43,430
15	50,930	48,895	46,860	42,325	1,650	52,580	50,545	48,510	43,975
16	51,724	49,622	47,520	42,820	1,700	53,424	51,322	49,220	44,520
17	52,518	50,349	48,180	43,315	1,750	54,268	52,099	49,930	45,065
18	53,312	51,076	48,840	43,810	1,800	55,112	52,876	50,640	45,610
19	54,106	51,803	49,500	44,305	1,850	55,956	53,653	51,350	46,155
20	54,900	52,530	50,160	44,800	1,900	56,800	54,430	52,060	46,700
21	55,694	53,257	50,820	45,295	1,950	57,644	55,207	52,770	47,245
22	56,488	53,984	51,480	45,790	2,000	58,488	55,984	53,480	47,790
23	57,282	54,711	52,140	46,285	2,050	59,332	56,761	54,190	48,335
24	58,076	55,438	52,800	46,780	2,100	60,176	57,538	54,900	48,880
25	60,930	58,225	55,520	49,335	2,150	63,080	60,375	57,670	51,485
26	61,724	58,952	56,180	49,830	2,200	63,924	61,152	58,380	52,030
27	62,518	59,679	56,840	50,325	2,250	64,768	61,929	59,090	52,575
28	63,312	60,406	57,500	50,820	2,300	65,612	62,706	59,800	53,120
29	64,106	61,133	58,160	51,315	2,350	66,456	63,483	60,510	53,665
30	64,900	61,860	58,820	51,810	2,400	67,300	64,260	61,220	54,210
31	65,694	62,587	59,480	52,305	2,450	68,144	65,037	61,930	54,755
32	66,488	63,314	60,140	52,800	2,500	68,988	65,814	62,640	55,300
33	67,282	64,041	60,800	53,295	2,550	69,832	66,591	63,350	55,845
34	68,076	64,768	61,460	53,790	2,600	70,676	67,368	64,060	56,390
35	68,870	65,495	62,120	54,285	2,650	71,520	68,145	64,770	56,935

VOCATIONAL SALARY SCHEDULE

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

ENROLLMENT AND REGISTRATION OF PUPILS

In General - Reference Policy JBC - School Admission:

1. Children whose parents or legal guardians are actual physical residents of the West Point Consolidated School District are eligible to attend school in the District.
2. The home address of children attending the school of the West Point Consolidated School District and that of their parents, natural or adoptive, legal guardian, or in loco parentis with whom they are living must be of a residence within the bounds of the West Point Consolidated School District. A Verification of Residency form must be completed at the beginning of each school year on each student with two proofs of residency.
3. Registration and enrollment information must be obtained on all students entering kindergarten and on all transfers from other districts.
4. Enrollment information must be obtained on all students.
5. Certified birth certificates are required of all students before entering kindergarten or transfers to this district from another district. Immunization certificates are required on all students in grades K-12.
6. Transfer records are required of all transfer students.

GENERAL SUPERVISION OF STUDENTS

1. Keep order in buildings, on grounds, and in corridors.
2. Inspect restrooms.
3. Supervise the lunch period.
4. Supervise the loading and unloading of buses.
5. No class or group of students is to meet or practice at the school at any hour without the presence of a sponsoring teacher. Principals may make exceptions to this rule when they deem it advisable to do so.

ASSEMBLIES

To be arranged and scheduled by principals.

STUDENT TEACHERS

Student teachers from tax-supported colleges and universities may be accepted on an individual basis by mutual agreement of the school principal and teachers. Only at the request of the college or university and with approval by the administration will a teacher supervise more than one student teacher each semester.

STUDENT ACCOUNTING

- Regular student attendance is important for student achievement as well as for earned teacher units.
- Student accounting is very important and is only as effective as the most careless teacher. Be diligent, accurate, and fair.
- Each principal is responsible for an effective system of student accounting.

GENERAL SUGGESTIONS TO THE FACULTY

1. Please use supplies to the greatest advantage and make requisitions within the bounds of sound economy. Please do not be wasteful or tolerate waste by students.
2. No order for any department is valid without an approved purchase order. The school cannot be held responsible for any orders placed without following proper purchasing procedures.
3. All monies and fees collected from students or derived from teacher sponsored programs for any department of the school system must be deposited in the bank and the deposit ticket turned in to the Central office. Orders against this money must be approved by the Superintendent or his designee, and checks will be drawn to substantiate the payment.
4. All funds are subject to audit.
5. Please ask an administrator for permission to borrow any property belonging to West Point Consolidated School District.

PLANS FOR CLASSROOM WORK

Use test data results and MS Curriculum Objectives/State Standards as you make short range and long range plans for instruction. Know what skills are to be introduced, on-going or mastered at your grade level, as well as the level below and above.

Plan your classroom work. Teach students, not books. Provide for individual differences. Lesson plans are required. Lesson plans shall be completed on the day designated by the building principal. Discuss your class work with your principal and experienced teachers. Make a plan, work your plan, but keep it flexible to meet the needs of the students.

STATUTES AND LEGAL REQUIREMENTS

1. Citizenship, patriotism, and Americanism are to be taught.
2. Doctrinal, sectarian, denominational teachings are not permitted.
3. Fire and tornado drills are to be held.
4. The Flag of the United States is to be displayed.
5. Oath of Allegiance to the Flag of the United States is encouraged.
6. Legal holidays are not to be used in attendance reports.
7. A parent or guardian is not to insult a teacher.
8. Public school officials are not to be interested in profits from sales.
9. Students are not to deface school property.
10. Instruction must be based on analysis of test data.

COMMUNITY CAUTIONS AND AFFAIRS

1. Please stand ready to serve your community to the best of your ability.
2. Staff members will be neat and attractive in their dress.
3. Please form no alignments and show no favoritism.
4. Please do not direct students to trade with a particular home business.
5. Teachers will keep their personal financial obligations cleared.
6. Teachers will refrain from requesting to be released from duty before scheduled hour preceding holidays and weekends.

LENGTH OF SCHOOL DAY FOR PROFESSIONAL PERSONNEL

Building principals will report to their respective buildings 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 of students at all times.

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

TEACHER RESPONSIBILITY

1. Take your work seriously. Explain explicitly. Teach thoroughly. Be fair. Teach individuals, not subject matter.
2. Please arrive on time, check in, and go to your homeroom by the assigned time.
3. Remember, school work comes first. All other things are secondary.
4. Demand the respect due from students and tolerate no disrespect.
5. Please get all reports in on time. Make sure you have included all information required, including the identification of your school.
6. Please keep your desk and room tidy.
7. Please do not hold students overtime and interfere with the next class.
8. Watch students in motion by coming to your door at intermission.
9. Assume authority and make corrections as an effective teacher should.
10. Teachers will keep students on task.
11. Each teacher is held responsible for his/her post of duty and must make provisions for proper supervision during his/her absence.
12. Announcements will be made daily. Notes and announcements are not to be sent around in an indiscriminate manner during the school day. Leave your announcements at the office in the morning before the school day begins.
13. Kindly remember that ours is a great co-operative enterprise, one which requires diligence, faith, calmness, kindness, patience, and hope for the future.

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.

COMMON ERRORS TO BE AVOIDED BY TEACHERS

1. Calling on a particular student before stating a question.
2. Failing to consider heat, light, ventilation, humidity, and general appearance of the room.
3. Failing to give examination papers back on time.
4. Standing in front of board work.
5. Talking too loudly or too softly. Talking too rapidly or too slowly. Failing to pronounce or enunciate properly.
6. Making assignments at the wrong time.
7. Failing to learn names of students. Calling students by their last names or nicknames.
8. Exhibiting lack of enthusiasm.
9. Writing or illustrating illegibly on the dry erase board or smart board.
10. Using sarcasm.
11. Punishing the entire class for misbehavior of one or two students.
12. Losing temper and letting insignificant matters upset the regular class work.
13. Making threats that cannot be carried out.
14. Challenging students to misbehave in class.
15. Failing to observe practices of the school with respect to rules governing routine matters and general conduct of the students.
16. Exhibiting poor posture.
17. Using mannerisms that distract students' attention.
18. Calling on the better students too often.
19. Failing to recognize students who are eager to respond. Failing to allow achievers to help low achievers.
20. Failing to explain materials on the students' level.
21. Taking for granted that students know certain facts.
22. Failing to make definite assignments.
23. Failing to check papers correctly.
24. Failing to prepare lessons -- over confidence in one's ability.
25. Failing to budget time effectively.
26. Plunging into work before getting attention of class.
27. Talking too much and explaining and answering his/her own questions.
28. Trying to cover too much material in a limited amount of time.
29. Sitting or standing in front of a window, thus blinding students looking in that direction.
30. Going off on a tangent which bears no relation to the aim of the lesson.
31. Wasting time in handling routine matters.
32. Punishing individual students before the class.
33. Allowing the students' immediate interests to overshadow their work at the sacrifice of their ultimate interests.
34. Going too fast at the beginning of the course in order to get to the part that is more interesting to the teacher, therefore, omitting or neglecting important skills or concepts that should be taught.
35. Working too long on one activity thus lowering interests of students.
36. Conducting ineffective and infrequent reviews.
37. Criticizing other teachers. Listening to students' grievances against other teachers.
38. Making student assignments which are not legible and/or clearly stated.

DISTRIBUTION AND ACCOUNTING FOR BOOKS TO PUPILS

1. All books distributed under the provision of the State Textbook Act shall be issued using the Mississippi Department of Education guidelines. Textbooks shall be issued directly to students or checked out through the school's library tracking system. Textbooks directly issued to students shall have the following information recorded:
 - a. Name of pupil
 - b. Date book issued
 - c. Textbook number
 - d. Name of school district and name of school
 - e. Name of county
 - f. Condition of book when assigned and returned
 - g. Date book returned
2. It shall be the duty of the principal/assistant principal to inventory and account for all textbooks. Active and Surplus Lists of textbooks by ISBN and title must be kept current in the Textbook Inventory Management System (TIMS). The updated Active and Surplus Lists must be signed and submitted to the Office of Curriculum no later than June 1 each year. Textbooks that are on the Active List in TIMS must remain in the building, unless they are issued directly to students with proper documentation of the issuance. Surplus textbooks may be moved from the building to the district's textbook warehouse upon approval of the request from the district Office of Curriculum. Textbooks that are more than twelve (12) years old may be deleted in TIMS with approval from the district Office of Curriculum. After approval is granted, deleted textbooks may be disposed of in accordance with Mississippi Department of Education guidelines.
4. Read and follow the Textbook Administration Handbook.

HOSPITAL AND INCOME PROTECTION GROUP INSURANCE

You may wish to contact our payroll clerk regarding the various policies approved for payroll deduction. The Central Office will withhold authorized premiums for approved policies from employee's monthly pay vouchers.

All employees who have signed a payroll deduction card for an approved insurance plan and/or salary protection plan must notify in writing the payroll clerk to stop said monthly withholdings.

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

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

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

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

EMPLOYEE

ASSIGNMENT

Lasonja Ferguson-Randle	Teacher, Pre-K
Alsyra Ivy	Teacher, Pre-K
Rebecca Vaughan	Teacher, Pre-K
Shanna Ferrell	Teacher, Pre-K, SPED
Faye Amos	Teacher, Kindergarten
Tracy Arnold-Washington	Teacher, Kindergarten
Contessa Ewing	Teacher, Kindergarten
Danyelle Johnson	Teacher, Kindergarten
Brooke Ketchum	Teacher, Kindergarten
Lea Merkl	Teacher, Kindergarten
Bridget Shows	Teacher, Kindergarten
Nicchi Stovall	Teacher, Kindergarten, SPED
Kyetta Skinner-Richardson	Teacher, Kindergarten, Interventionist
Waynette Baker	Teacher Assistant, Pre-K, SPED
Brenda Britt	Teacher Assistant, Pre-K
Sharon Circus	Teacher Assistant, Pre-K
Catrina Glaspie	Teacher Assistant, Pre-K
Lavelda Lane	Teacher Assistant, Pre-K, SPED
Emily Black	Teacher Assistant, Kindergarten
Lynn Ivy	Teacher Assistant, Kindergarten
Jacqueline Johnson	Teacher Assistant, Kindergarten, SPED
Debbie Langley	Teacher Assistant, Kindergarten
Mary Pankey	Teacher Assistant, Kindergarten
Rhodia Smith-Fair	Teacher Assistant, Kindergarten
Elizabeth Tallie	Teacher Assistant, Kindergarten
Latarsha Taylor	Teacher Assistant, Kindergarten
Octavian Tumblin	Teacher Assistant, Kindergarten
Denesha Young	Teacher Assistant, Kindergarten
Tonya Williams	Teacher Assistant, Kindergarten
Kara Lee	Teacher Assistant, Computer Lab
Melissa McKinney	Librarian/Art
Casey Welch	Physical Education
Kristen Hanson	Speech, Kindergarten
JoAnna Jamison	Speech, Pre-Kindergarten
Jacqueline Gray	Principal
Tosha Crawford	Counselor
Sandra Deanes	Administrative Assistant

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

EMPLOYEE
Sherri White
Sharonda Pulphus

ASSIGNMENT
Coordinator
Coordinator



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

EMPLOYEE

ASSIGNMENT

Kimberly Allen	First Grade
Michelle Armstrong	First Grade
Theresa Bailey	First Grade
Sylvia Jinkerson	First Grade
Monica Johnson	First Grade
Charlotte Leech	First Grade
Haley McGarity	First Grade
Sue Lynn Terry	First Grade

Meon Carroll	Second Grade
Stephanie Craven	Second Grade
Breann Duke	Second Grade
Jessica Glusenkamp	Second Grade
Rachelle Gwathney	Second Grade
Crosby Miller	Second Grade
Tawana Robertson	Second Grade
Sharon Salmon	Second Grade
Jamie Walker	Second Grade

Leah Alonso	Dyslexia Therapist
Carla Bates	Special Education
Ivey Ivy	Quest
Regina Pearson	Librarian
Annette Ellis	Special Education
Michelle Estes	Special Education
Shelcey Hampton	Speech
Allie Judkins	Speech
Blake Hutchinson	Physical Education
Tara Lowrey	Music
Allison Reed	Special Education

Church Hill Elementary continued...

Syndy Andrews	Teacher Assistant, SPED
Belinda Alonso-Moore	Teacher Assistant
Bettye Banks	Teacher Assistant
Aaliyah Brown	Teacher Assistant
Genice Brown	Teacher Assistant
Andrea Cohen	Teacher Assistant
Janet Deans	Teacher Assistant, SPED
Tiffney Edwards	Teacher Assistant, SPED
Tracy Evans	Teacher Assistant
Janet Gordon	Teacher Assistant
Mary Hays	Teacher Assistant, Dyslexia
Tammy Hamby	Teacher Assistant, SPED
Barbara Holliday	Teacher Assistant
Jessie Ivy	Teacher Assistant
Debbie Kelly	Teacher Assistant, SPED
Roxanne McTaggart	Teacher Assistant
Valerie Smith	Teacher Assistant, ISS
Teisha Spraggins	Teacher Assistant
Alicia White	Teacher Assistant
Angie Wooten	Teacher Assistant

Cindy Donahoo	Principal
Jon Oswalt	Assistant Principal
Leslie Scott	Counselor
Inell Bradshaw	Administrative Assistant
Ginger Harden	School Nurse



SOUTH SIDE ELEMENTARY
237 Louis Odneal Road
West Point, MS 39773
(662) 495-6216

EMPLOYEE

Hannah Bell
Casey Berry
Lashawn Bush
Kristen Williams Cooper
Joyce Manigo
Kristina Meyer
Erica Pate
Amanda Payne
Tina Price
Amy Sesser

Vanessa Avant
Sarah Burton
Penny Elliott
Alyson Hutchison
Selisha Ivy
Leann Jenkins
Jerrlon Shelton
Dawn Thomas

Devan Boatner
Trenice Brownlee
Danyell Dismuke-Randle
Emily Morgan
Elisha Chambless
Anna Coker
Angie Keel
Mark Hysaw
Garnett McDaniel
Kathleen O'Briant
Caroline Pochop
Tasha Webber-Stanfield

Brittney Boyd
Victorial Deavens
Helen Facella
Dominque Ridgeway
Courtney Ward
Adrienne Williams

Casey Glusenkamp
Jon Oswald
Rebecca DeSantis
Alma Morton
Ginger Harden

ASSIGNMENT

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

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

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

Teacher Assistant/Interventionist
Teacher Assistant/Fast Forward
Teacher Assistant
Teacher Assistant/Special Education
Teacher Assistant/Discovery Lab
Teacher Assistant/Special Education

Principal
Assistant Principal
Counselor
Administrative Assistant
Nurse

WEST CLAY ELEMENTARY

**450 Joe Stevens Road
Cedar Bluff, MS 39741**

Hannah Weston
Shemeka Wofford
Iris Dismuke
Virginia Huffman
Lacie Pumphrey
Hannah Pollard
Michael Veazey
Kelly Gaskin
Bernice Johnson
Matt Snow

Pre-Kindergarten
Kindergarten
First Grade
Second Grade
3rd/4th Grades, Math/Science
3rd/4th Grades, ELA/Social Studies
5th/6th Grades, ELA, Social Studies/Science
5th/6th Grades, Math/Social Studies/Science
SPED
Physical Education Teacher

Angela Williams
Travis Metcalf/Rickey Brown
Allie Judkins
Corliss Wesley

Librarian/Computer Lab
Band Directors
Speech
QUEST/SPED

Louise Bigham
Lessie Davidson
Arma Johnson
Melinda Crowley
Beverly McKinney
ZaNarrious Graham
Wyvonia Webb

Teacher Assistant, Pre-K
Teacher Assistant, Kindergarten
Teacher Assistant, 1st Grade
Teacher Assistant, 2nd Grade
Teacher Assistant, SPED
Teacher Assistant
Teacher Assistant

Brad Cox
Jennifer Webb

Principal
Administrative Assistant



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

EMPLOYEE

ASSIGNMENT

Pam Armstrong
Tanisha Brinker
Bernice Campbell
Sheena Dean
Shane Gann
Erica Harris
Amy Lasky
David Matusiak
Danielle Williams
Kim Wilson
Ashley Wooten

Fifth Grade
Science/Social Studies
ELA
Math
SPED Inclusion
Science/Social Studies
ELA
Math
Math
SPED Inclusion
Science/Social Studies
ELA

Laura Black
Krystal Deanes
Latrenda Fenton
Mary Clair Ford
Abby Hairston
Danica Hardy
Jeffrey Jones
Allie Luck
Tonya Mason

Sixth Grade
ELA
Social Studies
Social Studies
Science
ELA
Math
Science
Inclusion
Math

Andrea Adams
Hunter Bunch
Delbrina Davidson
Carol Doss
Sarah Ewing
Kathryn Gable
Roulette Hosey
Beverlee Jackson
Keith Manning
Angie Riddle
Lee Taylor
Jon Zarandona

Seventh Grade
Inclusion
Social Studies
Math
ELA
Inclusion
Science
Math
ICT
Social Studies
Science
ELA
ICT

Esmereldo Arellano
Camille Bobo
Steve Cannon
Keith Essary
Tina Goldman
Cindy Lott
Mia Vick

Exploratory
Spanish
Gifted
Physical Education Assistant
Physical Education
Gifted
Art
Performing Arts

Fifth Street continued

Shannon Bacot
Annie Barnes
Angie Brooks
Mark Davis
Tamiko Davis
Shirley Ewing
Kristen Hanson
Canary Lane
Sheila Moore
Krystal Osburn
Sylvia Pernell
Toni Randle
Dora Williams
Erie Winston
Christina White

Richard Bryant
Talisha Cheeks
Lucy McKellar
Danielle Spencer
Telkia Culberson
Kurtida Swift-Young

Student Support

Librarian
Special Education Assistant
Computer Lab Assistant
Special Education
ISS Assistant
Intervention Assistant
Speech
Special Education Assistant
Intervention Assistant
Special Education
ISS/Intervention Assistant
Special Education Assistant
Library Assistant
Special Education
Intervention

Principal
Assistant Principal
Assistant Principal
Counselor
Administrative Assistant
Administrative Assitant



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

EMPLOYEE

Pamela Billups
Shirley Boudreaux
Rickey Brown
Ashley Chaney
Nathan Ellis
Sharon Fulgham
Andrew Hardy
Cheryl D. Harris
MacArthur Hilbert
Wendy Kelly
Kimberly McKinney
Cinnamon McLemore
Travis Metcalf
Jonathan Reeves
Katie Roach
Joni Rogers
Lanell Thornton
Amy Waide
Monica Webb
Samatha Wilbon
Michelle Zimmerman

Hillary Baird
Tiara Brown
Ashley Dausat
Gary Dixon
Ben Earnest
Brittany Eley
Alissa Fogle
Ashley Fremin
Jerry Fremin
Lexus Giles
Shatavia Harris
Bruce Mize
Leslie Murphy
Kyle Stringer

ASSIGNMENT

Eighth Grade
Special Education
Art
Band, 8-12
English
Health/P.E.
Science
Social Studies
Math
JROTC, 8-12
Special Education, 8-9
Math
Special Education
Band, 8-12
Drama, 8-12
GGT and ICT2 8-9
ICT2 8-9
English
Social Studies
Librarian, 8-9
Special Education
Science

Ninth Grade
Chorus, 9-12
Special Education
Algebra
English
History
English
Spanish
GTT
Health
Art
Biology
History
Algebra
Biology

West Point High School - North Campus (continued)

	<u><i>Teacher Assistants</i></u>
Catherine Adams	Special Education
Antonio (Boone) Lairy	ISS
Shanequa Robbins	Lab Support
Eula Shelton	Special Education/Transition Specialist
Vivian Tallie	Special Education
Wynesther Cousins	Principal, North Campus
Shameeka Deanes	Assistant Principal, North Campus
Leterice Townsend	Counselor
Kathy Coggins	Administrative Assistant
Jacqueline Crump	School Nurse

WEST POINT HIGH SCHOOL
South Campus (Grades 10 - 12)
90 S. Eshman Avenue
494-5083

Pamela Anderson	English
Joe Bafford	Govenment
Cheryl Bowens-Ransaw	Special Education
Roger Burton	Physical Education
Sabrina Campbell	Art
Amanda Carden	Psychology
Sarah Chandler	English
Skylar Conway	English
Amie Crawford-Chism	Technology
Paula Crawford	History
Dashmond Daniel	Business
Aretina Davis	Science
Christopher Frazier	Science
Perry Furr	History
Arlander Gathing	Math
Rashaan Harris	JROTC
Daniel Henderson	Special Education
Ashley Ingram	Science
Donna Jones	Special Education
Janice Jones	History
Antwaunette Jones-Taylor	Special Education
Lisa Lairy	SPED/Interventionist
Brett Morgan	Driver's Education
Tolanda Ramsey	English
Shannon Roberson	Math
Andrew Summers	Math
Kahla Thomas	English
Terrance Tye	Spanish
Justin Vollenweider	Math
Elizabeth Waddell	Science
Stephany Watson	Science
Anthony Watt	History
Sandra White	Family Consumer Science
Sheryl Wicks	Librarian

Teacher Assistants

Demontez Calvert	Intervention
Monica Davis	ISS
Eula Shelton	Special Education - Transition Specialist
<i>Vacant</i>	Special Education

West Point High School - South Campus (continued)

Kendall Pickens
Jacob Gentry
Felecia Shumaker
Chris Chambless
Missy Brown
Stacy Ricks

Principal, South Campus
Assistant Principal, South Campus
Assistant Principal, South Campus
Athletic Director
Counselor
Counselor

Santana Quinn
Geraldine Gunn
Cynthia Thomas
Audrey Johnson

Administrative Assistant
Administrative Assistant
Administrative Assistant
Administrative Assistant, Athletic Dept.

WEST POINT CAREER & TECHNOLOGY CENTER

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

EMPLOYEE

April Acker
Cathey Page
Shelia Fulgham
Scott Hudson
Kasi Black
Cody Hutson
Alan Leonard
Larisa Ziegelmann

ASSIGNMENT

Culinary Arts
Student Services
Early Childhood Education
Construction
Engineering and Robotics
Manufacturing
Agriculture and Environmental Science Technology
Health Sciences

Patrick Ray
Lona Rosetti
Deandra Lockett

Director
Counselor
Administrative Assistant



WEST POINT LEARNING CENTER

**8355 Hwy 45A North
West Point, Mississippi 39773
Telephone: 494-5967**

EMPLOYEE

ASSIGNMENT

Missy Arnett
Tammala Atkins
Kynidka Rice
Kimberly Booth
Anfernee Brand
Stanci Long
Eddie Mae Love
Gay Reed

Elementary
Math
Social Studies
Computer Application
Physical Education
Science
Special Education
English

Bayonca Davidson

Teacher Assistant, ISS

Steve Parker
Tracy Hammond
Monica Pippins

Principal
Counselor
Administrative Assistant

CHILD NUTRITION PROGRAM

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

Susie Walker	Director
Donna Harris	Administrative Assistant
Vanessa Young	Quality Control Supervisor
Jimmy Harris	Courier
Janice Davis	Substitute
Janette Copes	Substitute

East Side Elementary

Sandra Ware	Manager
Rachel Fisher	Worker
Elmetra Gandy	Worker
Barbara Mitchell	Worker

Church Hill/South Side Elementary

Angela Everson	Manager
Melinda Buttrey	Assistant Manager
Jessica Binder	Satellite Manager
Ella Dilworth	Worker
Mary Ewings	Worker
Vicki Gibbs	Worker
Ouida Morton	Worker
Charlene Randle	Worker
Jacqueline Rawls	Worker
Tonia Stovall	Worker
Lanika Temple	Worker
Nicole Wilson	Worker

West Clay Elementary

Anna Owens	Manager
Debrough Bell	Worker

Fifth Street Junior High

Lakeshia McMillian	Manager
Dana Armstrong	Worker
Ozara Edwards	Worker
Latoya Gordon'El	Worker
Tekita Shelton	Worker
Wanda Stevenson	Worker
Yetunde Williams	Worker

West Point High School - North

Lakeshia Stark	Manager
Early Tate	Assistant Manager
Dianne Coggins	Worker
Marie Griffin	Worker
Olivia Slater	Worker
Danielle Tennyson	Substitute

West Point High School-South

Bobbie Jefferson	Manager
Sadie Brown	Worker
Hal Patmon	Worker
Angela Walker	Worker
Inez Webber	Worker
Sandra Sykes	Substitute



MAINTENANCE DEPARTMENT

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

Rickey Melton	Maintenance Director
Michael Randle	Custodial Supervisor
Jericho Bates	HVAC Technician
Bobby Brand	Maintenance
Craig Clay	Maintenance - Athletic Department
<i>Vacant</i>	Maintenance

Custodial Staff

Central Office/Annex/IT

Shirley Hogan

East Side

Beatrice Kelly*
Alneda Petty
Karen Moore

Church Hill

Sue Della Smith*
Veniece Logan
Betty McGee
Nina Harris

South Side

Jackie House*
Cassandra Bradshaw
Kearia Watts
Wendell Bennett

West Clay Elementary

Felix Lee
Bob Logan*

Fifth Street School

China Quinn*
Georgia Bell
Mary Hogan

Fifth Street continued

Yvonne Rice
Phelicia Smith
Betty Wilson

WPHS - North

Lou Ivy*
Tamika Adams
Geneva Davenport
Eva Heard
Eddie Swift
Alice White

WPHS - South

Maggie Pernel*
Lawrence Amos
Gladistine Davidson
Tracy Melton
Virginia Randle

Career & Technology Center

Joann House*

Learning Center

Barbara Lash

* *Head Custodian*

SUMMARY OF POLICIES

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

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 IDDH – 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 chaperons 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

USE OF CELL PHONES BY TEACHERS/STAFF:

The Board of Trustees of the West Point Consolidated School District believes that the school district was created for the primary purpose of effectively educating the children attending school within the school system. The Board further believes that to accomplish this mission, it is imperative that classroom instructional time be protected. Therefore, any activity that distracts the teacher from his or her ability to utilize the entire class period for instructional purposes is prohibited. Specifically prohibited is the use of cell telephones by teachers during class time.

VIOLATIONS

Alleged violations of this policy shall be discussed in a conference between the employee and the building principal. If the principal finds the violation(s) to be factual, the principal shall issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file. Repeated violations may result in non-renewal of an employee's contract or dismissal.

CROSS REF.: Policy IB - Instructional Goals

Reference: Board Policy IFBB - Use of Cell Phones by Teachers/Staff

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. The payments shall be made on the last regular school day of each calendar month or in months when school is not in session, payment shall be made on what would have been the last regular school day of the month if school were in session.

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 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

PROFESSIONAL PERSONNEL SICK LEAVE AND PERSONAL LEAVE

At the beginning of each school year each teacher shall be credited with a sick leave allowance, with pay, of seven (7) days for absences caused by illness or physical disability of the teacher during that school year.

Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such teacher if the teacher remains employed in the school district. In the event of a transfer to another district, any unused portion of the total sick leave allowance credited to such teacher shall be credited to such teacher in the computation of unused leave for retirement purposes under Section 25-11-109, Mississippi Code of 1972. Accumulation of sick leave allowed under this section shall be unlimited.

In addition to the reason of personal illness, seven days of the aforementioned basic or accumulated days may be used for the reason of illness or death in the immediate family (i.e., Children, spouse, parents, brothers, sisters, grandparents. In-laws in the applicable aforementioned categories qualify the same as blood relations.).

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 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. 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, resulting in the loss of compensation from the local 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.
- (3) A doctor’s excuse will be required when sick leave is taken:
 - (a) four or more consecutive school days
 - (b) a day immediately preceding a holiday
 - (c) a day immediately following a holiday
 - (d) first day of employee’s contract
 - (e) last day of employee’s contract

PERSONAL LEAVE

A teacher 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.

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 day of the school term.
2. The last day of the school term.
3. A day previous to a holiday or a day after a holiday.

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.

Reference: Board Policy GBRI – Personal Leave

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)

SMOKING AND OTHER USES OF TOBACCO

Smoking and other uses of tobacco by any adult or minor is prohibited in any public school building or bus, public school campus, grounds, recreational area or other property owned, used or operated by this school district except for 16th Section Land.

Employees who are assigned the responsibility of supervising students at school-sponsored activities, regardless of where the activities are conducted, shall not use tobacco in any form while on duty.

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

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) days
10 months employee	eight (8) days
12 months employee	ten (10) days

(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.

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 any reason of illness or death in the immediate family (i.e., Children, spouse, parents, brothers, sisters, grandparents. In-laws in the applicable aforementioned categories qualify the same as blood relations.).

Reference: Board Policy GCRG – Nonprofessional Staff Leaves and Absences

BEREAVEMENT LEAVE

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

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

Husband
Wife
Mother
Father
Son
Daughter

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

Brother
Sister
Grandparents
Grandson
Grandaughter

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

Reference: Board Policy GBRIAD - Bereavement Leave

GRADING SYSTEMS

A number of factors are used in determining a student's grade: daily classwork, classroom participation, test grades, promptness in completing work, special projects, and other sources identified as appropriate by the teacher.

- A. There shall be four grading periods of nine-weeks duration.
- B. All grades earned by regular education students in grades 1-12 shall be based on grade-level work.

Grades earned by students identified eligible for special education services and who are presently participating in the District's special education program shall be based on the mastery of objectives in the students' IEP's. Special education students who are included for a part of the school day in regular education classes shall meet the same standards as regular education students.

- C. A minimum of eight grades shall be recorded for each student in each academic course during each nine-week grading period.
- D. Exams are not required to be given in grades 1-7. Exams will be given in all classes at the end of the nine week grading period for students in grades 8-12. The exam score will constitute twenty percent (20%) of the student's grade for each nine week grading period. The semester grade shall

be in the average of two nine weeks grades and the yearly grade shall be the average of the two semester grades.

EXEMPTION POLICY (Secondary Only)

A senior will be allowed second semester exemption from exams as a reward if he/she qualifies according to academics, attendance, and behavior. **No other students in grades 8-12 are eligible for exemption.**

Grade scale* for regular course work in grades 1-12:

A	90-100
B	80-89
C	70-79
D	65-69
F	Below 65
I	Incomplete

*Grade scale is retroactive for QPA only beginning with students enrolled in grade 8 during the 2006-2007 school year.

Students will be given S (Satisfactory) or U (U)nsatisfactory in the following non-academic courses:

Grades 1-6 – Special Subjects to include, but not limited to: Art, Computer Lab, Library, Music and Physical Education.

Reference: Board Policy IHA – Grading Systems

(Revised 8/13/18)

GRADUATION REQUIREMENTS

The West Point Consolidated School District requires each student, in order to receive a high school diploma, to have met the requirements established by the local school board and by the State Board of Education. Each student receiving a standard high school diploma shall have earned the minimum number of Carnegie units as specified in the *MS Public School Accountability Standards, 2014*. Additionally, all courses taught at West Point High School shall be courses listed in the latest version of the *Approved Courses Manual for Secondary Schools* published annually by the Mississippi Department of Education. Students who complete the minimum graduation requirements for a given graduation pathway must also achieve a passing score on each of the required high school subject area tests (exit examinations) or attain one of the measures outlined in the Graduation Assessment Options authorized by the Mississippi Department of Education.

Reference: Board Policy IHF – Graduation Requirements

Revised 2/12/18

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.

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.

Reference Board Policy JGH - Competitive Food Choice

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.

CROSS REF.: Policy JGFG - Accidents / First Aid

Reference Board Policy: 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



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.