

# West Point Consolidated School District

## Faculty Handbook



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

**2020-2021**

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**FOREWORD**

This guidebook is placed in the possession of each employee of the West Point Consolidated School District for the 2020-2021 session. Please refer to the district website, [www.westpoint.k12.ms.us](http://www.westpoint.k12.ms.us), for the district policy manual and updates that may occur during the year.

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**BOARD OF TRUSTEES**

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

\*\*\*\*\*

**OFFICE OF THE SUPERINTENDENT**

**Central Office**

P. O. Box 656 - 359 Commerce Street

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

**Central Office Annex**

196 Tournament Street

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

**Information Technology Office**

375 Commerce Street

Mechelle Welch  
Tammy Clark  
Kenny White  
Tanner Bond  
Technology Director  
Computer Technician  
Computer Technician  
Network Administrator

**Special Services Office**

418 Fifth Street

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

**2020-2021 SCHOOL CALENDAR - REVISED**

*School Board Approved 3/16/2020 (Revision approved by Board 8/10/2020)*

**I. PROFESSIONAL DEVELOPMENT**

New Teacher Orientation ..... Friday, July 31, 2020 – 8:00 a.m.-3:00 p.m.  
 Professional Development - *A schedule for teachers/assistants* . Monday, 8/10/2020 and Wednesday 8/12/ 2020 – 8:00 a.m.-3:00 p.m.  
 Professional Development - *B schedule for teachers/assistants* .. Tuesday, 8/11/2020 and Thursday 8/13/ 2020 – 8:00 a.m.-3:00 p.m.  
 Professional Development ..... Monday, 8/17/2020 - Friday 8/21/ 2020 – 8:00 a.m.-3:00 p.m.  
 Professional Development ..... Monday, 8/24/2020 - Friday 8/28/ 2020 – 8:00 a.m.-3:00 p.m.  
 Professional Development ..... Monday, January 4, 2021 – 8:00 a.m.-3:00 p.m.  
 Graduation (*Tentative depending on MSU*) ..... Thursday, May 27, 2021 – 7:00 p.m.-9:00 p.m.  
 Professional Development ..... Monday, 5/31/2021 - Wednesday 6/2/2021 – 8:00 a.m.-3:00 p.m.  
 Professional Development - *last day for teachers/assistants* ..... Thursday, June 3, 2021 – 8:00 a.m.-3:00 p.m.

**II. FIRST DAY FOR STUDENTS ..... MONDAY, AUGUST 31, 2020**

**III. SCHOOL MONTHS**

MONTH	BEGINS	ENDS	NUMBER OF DAYS
First Month	August 31, 2020	September 30, 2020	22
Second Month	October 1, 2020	October 30, 2020	22
Third Month	November 2, 2020	November 30, 2020	16
Fourth Month	December 1, 2020	December 18, 2020	14
Fifth Month	January 4, 2021	January 29, 2021	18
Sixth Month	February 1, 2021	February 26, 2021	20
Seventh Month	March 1, 2021	March 31, 2021	18
Eighth Month	April 1, 2021	April 30, 2021	20
Ninth Month	May 3, 2021	May 28, 2021	29
Total Number of Days			170

**IV. HOLIDAYS**

Holiday	Day Dismissed	Day(s) Missed	Date of Return
<i>Independence Day</i>	July 2, 2020	July 3, 2020	July 6, 2020
<i>12 Month Employee Holiday</i>	August 6, 2020	August 7, 2020	August 10, 2020
<i>Labor Day</i>	September 4, 2020	September 7, 2020	September 8, 2020
<i>Thanksgiving</i>	November 20, 2020	November 23 - 27, 2020	November 30, 2020
<i>Christmas/New Year's</i>	December 18, 2020	December 21, 2020 - January 4*, 2021	January 5, 2021
<i>Martin Luther King Day</i>	January 15, 2021	January 18, 2021	January 19, 2021
<i>Spring Holidays</i>	March 12, 2021	March 15 - 19, 2021	March 22, 2021
<i>Easter Break</i>	April 1, 2021	April 2 - 5, 2021	April 6, 2021

\* This is a holiday for students only.

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

*LAST DAY FOR STUDENTS* ..... *MAY 28, 2021* ..... *TOTAL STUDENT DAYS* 170  
*LAST DAY FOR TEACHERS & ASSISTANTS* ..... *JUNE 3, 2021* ..... *TOTAL STAFF DAYS* 187

**VI. NINE-WEEK PERIODS**

<b>Nine-Week Periods</b>	<b>Begins</b>	<b>Ends</b>	<b>#Teaching Days</b>	<b>Report Cards</b>
<b>First Period</b>	<b>August 31, 2020</b>	<b>October 30, 2020</b>	<b>44</b>	<b>November 10, 2020</b>
<b>Second Period</b>	<b>November 2, 2020</b>	<b>January 22, 2021</b>	<b>43</b>	<b>February 2, 2021</b>
<b>Third Period</b>	<b>January 25, 2021</b>	<b>April 1, 2021</b>	<b>44</b>	<b>April 13, 2021</b>
<b>Fourth Period</b>	<b>April 6, 2021</b>	<b>May 28, 2021</b>	<b>39</b>	<b>June 1, 2021</b>

**VII. BEGINNING AND ENDING EMPLOYMENT DATES**

<b>Number of Work Days</b>	<b>Begins</b>	<b>Ends</b>
<b>180</b>	<b>August 24, 2020</b>	<b>June 3, 2021</b>
<b>187 - A Schedule</b>	<b>August 10, 2020</b>	<b>June 3, 2021</b>
<b>187 - B Schedule</b>	<b>August 11, 2021</b>	<b>June 3, 2021</b>
<b>200</b>	<b>July 20, 2020</b>	<b>June 9, 2021</b>
<b>207</b>	<b>July 20, 2020</b>	<b>June 14, 2021</b>
<b>235</b>	<b>July 1, 2020</b>	<b>June 30, 2021</b>

**VIII. CONTRACT DATES**

<b>Number of Work Days</b>	<b>Contract Dates to Work (other than student days)</b>
<b>180</b>	<b>8/24/2020 - 8/28/2020, 1/4/2021 and 5/31/2021 - 6/3/2021</b>
<b>187 - A Schedule</b>	<b>8/10/2020, 8/12/2020, 8/17/2020 - 8/21/2020, 8/24/2020 - 8/28/2020, 1/4/2021 and 5/31/2021 - 6/3/2021</b>
<b>187 - B Schedule</b>	<b>8/11/2020, 8/13/2020, 8/17/2020 - 8/21/2020, 8/24/2020 - 8/28/2020, 1/4/2021 and 5/31/2021 - 6/3/2021</b>
<b>200</b>	<b>7/20/2020 - 7/27/2020, 8/10/2020 - 8/28/2020, 1/4/2021 and 5/31/2021 - 6/9/2021</b>
<b>207</b>	<b>7/20/2020 - 7/31/2020, 8/10/2020 - 8/28/2020, 1/4/2021 and 5/31/2021 - 6/14/2021</b>

**WEST POINT CONSOLIDATED SCHOOL DISTRICT  
TEACHER SALARY SCHEDULE  
2020-2021**

**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.

## **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 INFORMATION**

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
Catrina Glaspie	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
Ciera Kelly	Teacher, Kindergarten, SPED
Brooke Ketchum	Teacher, Kindergarten
Lea Merkl	Teacher, Kindergarten
Bridget Shows	Teacher, Kindergarten
Nicchi Stovall	Teacher, Kindergarten, SPED
Kyetta Skinner-Richardson	Interventionist
Waynette Baker	Teacher Assistant, Pre-K, SPED
Brenda Britt	Teacher Assistant, Pre-K
Sharon Circus	Teacher Assistant, Pre-K
Lavelda Lane	Teacher Assistant, Pre-K, SPED
Mary Pankey	Teacher Assistant, Pre-K
Emily Black	Teacher Assistant, Kindergarten
Lynn Ivy	Teacher Assistant, Kindergarten
Jacqueline Johnson	Teacher Assistant, Kindergarten, SPED
Debbie Langley	Teacher Assistant, Kindergarten
Kara Lee	Teacher Assistant, Kindergarten
Elizabeth Tallie	Teacher Assistant, Kindergarten
Latarsha Taylor	Teacher Assistant, Kindergarten
Adrienne Williams	Teacher Assistant, Kindergarten
Tonya Williams	Teacher Assistant, Kindergarten
Denesha Young	Teacher Assistant, Kindergarten
Melissa McKinney	Librarian/Art
Casey Welch	Physical Education
Kristen Hanson	Speech, Kindergarten
JoAnna Jamison	Speech, Pre-Kindergarten
Jacqueline Gray	Principal
Tosha Crawford	Counselor/Computer Lab
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
Jamie Walker	First Grade

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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

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Leah Alonso	Dyslexia Therapist
Carla Bates	Special Education
Ivey Ivy	Quest
Regina Pearson	Librarian
Annette Ellis	Special Education
Michelle Ellis	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
Genice Brown	Teacher Assistant
Andrea Cohen	Teacher Assistant
Tiffney Edwards	Teacher Assistant, SPED
Tracy Evans	Teacher Assistant
Janet Gordon	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
Alicia White	Teacher Assistant
Angie Wooten	Teacher Assistant

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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**

**ASSIGNMENT**

Casey Berry	Third Grade
Lashawn Bush	Third Grade
Heather Lawley	Third Grade
Joyce Manigo	Third Grade
Kristina Nichols	Third Grade
Erica Pate	Third Grade
Amanda Payne	Third Grade
Tina Price	Third Grade
Amy Sesser	Third Grade
Vanessa Avant	Fourth Grade
Sarah Burton	Fourth Grade
Penny Elliott	Fourth Grade
Alyson Hutchison	Fourth Grade
Selisha Ivy	Fourth Grade
Leann Jenkins	Fourth Grade
Kristina Meyer	Fourth Grade
Jerrlon Shelton	Fourth Grade
Dawn Thomas	Fourth Grade
Devan Boatner	Computer Lab
Trenice Brownlee	Special Education
Elisha Chambless	Librarian
Anna Coker	Quest
Eula Cooperwood	Special Education
Danyell Dismuke-Randle	Resource Teacher
Angie Keel	Special Education
Mark Hysaw	Physical Education
Garnett McDaniel	Quest
Emily Morgan	Speech
Kathleen O'Briant	Special Education
Caroline Pochop	Music
Tasha Webber-Stanfield	Interventionist
Helen Facella	Teacher Assistant/Dyslexia
Rosundra Flagg	Teacher Assistant/Special Education
Dominique Ridgeway	Teacher Assistant/Special Education
Rachel Spigner	Teacher Assistant/Interventionist
Courtney Ward	Teacher Assistant/Discovery Lab
Cindy Watson	Teacher Assistant/Fast Forward
Casey Glusenkamp	Principal
Jon Oswald	Assistant Principal
Rebecca DeSantis	Counselor
Alma Morton	Administrative Assistant
Ginger Harden	Nurse

**WEST CLAY ELEMENTARY**  
**450 Joe Stevens Road**  
**Cedar Bluff, MS 39741**

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

Angela Williams  
Travis Metcalf/Rickey Brown  
Allie Judkins  
Corliss Wesley

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

Brad Cox  
Jennifer Webb

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

Librarian/Computer Lab  
Band Directors  
Speech  
QUEST/SPED

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

Principal  
Administrative Assistant



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

**EMPLOYEE**

**ASSIGNMENT**

Pam Armstrong  
Tanisha Brinker  
Krystal Deanes  
Cobie Dent  
Shane Gann  
Erica Harris  
Ciera Kelly  
Amy Lasky  
Madeline LeBlanc  
Kim Wilson

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

Laura Black  
Annetta Bouldes  
Sarah Ewing  
Latrenda Fenton  
Mary Clair Ford  
Danica Hardy  
Jeffrey Jones  
Tonya Mason  
Katina Pickens  
Danielle Williams  
Ashley Wooten

***Sixth Grade***  
ELA  
Math  
SPED Inclusion  
Science/Social Studies  
Science/Social Studies  
Math  
ELA  
Math  
ELA  
SPED Inclusion  
Science/Social Studies

Andrea Adams  
Delbrina Davidson  
Carol Doss  
Coates Hinton  
Roulette Hosey  
Beverlee Jackson  
David Matusiak  
Angie Riddle  
Abby Taggart  
Lee Taylor  
Austin Yelton  
Jon Zarandona

***Seventh Grade***  
SPED Inclusion  
Math  
ELA  
Social Studies  
Math  
Cyber Foundations  
Science  
Science  
SPED Inclusion  
ELA  
Social Studies  
Cyber Foundations

Esmereldo Arellano  
Camille Bobo  
Steve Cannon  
Keith Essary

***Exploratory***  
Spanish  
Gifted  
Physical Education  
Physical Education

**Fifth Street continued**

Kathryn Gable  
Tina Goldman  
Cindy Lott  
Rob Parker

Shannon Bacot  
Valerie Bailey  
Mark Davis  
Abby Hairston  
Kristen Hanson  
Erie Winston  
Christina White

Annie Barnes  
Brittany Buckhalter  
Tamiko Davis  
Shirley Ewing  
Canary Lane  
Sheila Moore  
Sylvia Pernell  
Toni Randle  
Dora Williams

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

**Exploratory (cont'd)**

Gifted  
Gifted  
Art  
Music and Performance

**Student Support**

Librarian  
Special Education  
Special Education  
Interventionist  
Speech  
Special Education  
Interventionist

**Teacher Assistants**

Teacher Assistant/SPED  
Teacher Assistant  
ISS/Teacher Assistant  
Teacher Assistant  
Teacher Assistant/SPED  
Teacher Assistant  
ISS/Teacher Assistant  
Teacher Assistant/SPED  
Library Assistant

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**

**ASSIGNMENT**

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

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

Hillary Baird  
 Pamela Billups  
 Amanda Carden  
 Ashley Dauzat  
 Gary Dixon  
 Ben Earnest  
 Brittany Eley  
 Ashley Fremin  
 Lexus Giles  
 Shatavia Harris  
 Crystal Marton  
 Bruce Mize  
 Leslie Murphy  
 Alissa Pestano  
 Kyle Stringer

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

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

Antonio (Boone) Lairy  
Shanequa Robbins  
Vivian Tallie

Wynesther Cousins  
Shameeka Deanes  
Leterice Townsend  
Kathy Coggins  
Jacqueline Crump

*Teacher Assistants*

ISS  
Lab Support  
Special Education

Principal, North Campus  
Assistant Principal, North Campus  
Counselor  
Administrative Assistant  
School Nurse

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

Pamela Anderson	English
Joe Bafford	English/Social Studies
Crystal Barr	Special Education
Cheryl Bowens-Ransaw	Special Education
Nakesha Brown	Technology/Social Studies
Roger Burton	Physical Education
Sabrina Campbell	Art
Sarah Chandler	English
Skylar Conway	English
Miranda Corbell	Math
Paula Crawford	History
Aretina Davis	Science
Christopher Frazier	Science
Jerry Fremin	ACT Prep/Psychology
Perry Furr	Social Studies
Arlander Gathing	Math
Orlicia Hill	Special Education
Ashley Ingram	Science
Mevalone Johnson	Special Education
Janice Jones	History
Lisa Lairy	SPED/Interventionist
Eric Matthews	Business
Brett Morgan	Driver's Education
Tolanda Ramsey	English
Shannon Roberson	Math
Alexis Smith	Science
Andrew Summers	Math
Kahla Thomas	English
Terrance Tye	Spanish
Stephany Watson	Science
Anthony Watt	History
Sandra White	Family Consumer Science
Sheryl Wicks	Librarian
<i>Vacant</i>	<i>JROTC</i>

Demontez Calvert  
Monica Davis

**Teacher Assistants**

Intervention  
ISS

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

Kendall Pickens	Principal, South Campus
Jacob Gentry	Assistant Principal, South Campus
Felecia Shumaker	Assistant Principal, South Campus
Chris Chambless	Athletic Director
Quan Boyd	Counselor
Stacy Ricks	Counselor
Santana Quinn	Administrative Assistant
Geraldine Gunn	Administrative Assistant
Cynthia Thomas	Administrative Assistant
Kimberly Lenoir	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

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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

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Bayonca Davidson

Teacher Assistant, ISS

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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

Susan Byars	Director
Donna Harris	Administrative Assistant
Vanessa Young	Quality Control Supervisor
Jimmy Harris	Courier
Janette Copes	Substitute

## **East Side Elementary**

Sandra Ware	Manager
Rachel Fisher	Worker
Elmetra Gandy	Worker
Cierra Powell	Worker

## **Church Hill/South Side Elementary**

Angela Everson	Manager
Melinda Buttrey	Assistant Manager
Jessica Binder	Satellite Manager
Mary Calvert	Worker
Ella Dilworth	Worker
Florence Gathings	Worker
Ouida Morton	Worker
Charlene Randle	Worker
Tonia Stovall	Worker
Lanika Temple	Worker
Nicole Weston	Worker
Yetunda Williams	Worker

## **West Clay Elementary**

Anna Owens	Manager
Debrough Bell	Worker

## **Fifth Street Junior High**

Lakeshia McMillian	Manager
Dana Armstrong	Worker
Ozara Edwards	Worker
Mary Ewings	Worker
Ada Lee	Worker
Tekita Shelton	Worker
Wanda Stevenson	Worker

## **West Point High School - North**

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

## **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
Stephen Scott, Jr.	Maintenance
Brooks White	Maintenance

**Custodial Staff**

**Central Office/Annex/IT**

Shirley Hogan

**East Side**

Beatrice Kelly\*  
Alneda Petty

**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 McClinton  
Betty Wilson

**WPHS - North**

Lou Ivy\*  
Geneva Davenport  
Eva Heard  
Eddie Swift  
Alice White  
Susie Quinn

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

### **NON-DISCRIMINATION POLICY**

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

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

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

*Reference: Board Policy 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 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

## **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*

## **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 16<sup>th</sup> 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*

## **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*

## **PERSONAL LEAVE (ADMINISTRATIVE AND INSTRUCTIONAL)**

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, and must be requested in no less than 1/2 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

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

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

### **PROFESSIONAL STAFF ADDITIONAL PERSONAL LEAVE**

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

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

Anniversary date between:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **ABSENCE FROM DUTY**

### ***LICENSED EMPLOYEE***

The term licensed employee means any employee of a public school district required to hold a valid license by the Commission on Teacher and Administrator Education, Certification and Licensure and Development. 37-7-307

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

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

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

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

### ***RETIREMENT***

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

## ***RULES AND REGULATIONS***

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

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

## ***PAYMENT OF SUBSTITUTE EMPLOYEES***

School boards may include in their budgets provisions for the payment of substitute employees, necessitated because of the absence of regular licensed employees. All such substitute employees shall be paid wholly from district funds, except as otherwise provided for long-term substitute teachers in Section 37-19-20. Such school boards, in their discretion, also may pay, from district funds other than adequate education program funds, the whole or any part of the salaries of all employees granted leaves for the purpose of special studies or training.

## ***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. (Attorney General Opinion, Middleton,1991)

***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 classified) 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) 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.

## **SECTION II**

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

### Illness In The Immediate Family

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

### Death In The Family

Death and funeral of a relative.

## **SECTION III**

### Pregnancy

Section I and II above apply to maternity leave.

### Extended Personal Leave

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

## **SECTION IV**

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

## **SECTION V**

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

## **SECTION VI**

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

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

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

## **SECTION VII**

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

## **SECTION VIII**

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

## **SECTION IX**

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

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

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

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

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

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

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

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

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

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

## **SECTION X**

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



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

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

## **SECTION XI**

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

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

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

## **BEREAVEMENT LEAVE**

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

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

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

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

- Brother, Sister, Grandparents, Grandson, Granddaughter

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

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

## **STAFF TIME RECORDS**

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

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

## CONSEQUENCES FOR FAILURE TO CLOCK IN/OUT

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

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

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

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

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

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

## EMPLOYEE INCENTIVE PROGRAM

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

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

## 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' Individual Education Plans (IEP). 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.**

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

1. Passing average for a yearly or semester course.
2. No days in ISS, and no days suspended from school in the second semester.
3. No more than seven (7) absences in a class during the second semester. This includes all absences unless the student is on a school-sponsored activity.

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 in Grades 1-4 will be given S (Satisfactory) or U (Unsatisfactory) and students in Grades 5-12 will be given a numerical grade in the following non-academic courses: Special Subjects to include, but not be limited to: art, computer lab, library, music and physical education.

No numerical grades are given for students in Kindergarten, students will be given S (Satisfactory), U (Unsatisfactory) or N (Needs Improvement). Multiple criteria will be utilized to determine promotion/retention for Kindergarten students.

*Reference: Board Policy IHA – Grading Systems*

*Revised 3/16/2020*

**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.
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*

*Refer to Policy IJBD for attachments*

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



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

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

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