

*Forest Municipal School District*  
*Student Handbook*  
*2025 - 2026*



**325 Cleveland Street  
Forest, MS 39074  
(601) 469-3250**

**Forest Municipal School District School Board approved in July, 2024**

**[www.forest.k12.ms.us](http://www.forest.k12.ms.us)**

*“Positively Advancing Well-Rounded Scholars”*

*Unlocking Potential*

## **NON-DISCRIMINATION POLICY**

It is the policy of the Forest Municipal School District not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies.

It is the intent and desire of the Forest Municipal School District Board of Education that equal educational opportunities are provided in all educational programs and activities.

Inquiries regarding compliance with Title IX, Section 504 of the Rehabilitation Act of 1973, 1964 Civil Rights Act, and other related components should be directed to Reagan Shoemaker, Title IX Coordinator, Forest Municipal School District, 325 Cleveland Street, Forest, MS 39074, by telephone at (601) 469-3255, extension 1013, or through email [rshoemaker@forest.k12.ms.us](mailto:rshoemaker@forest.k12.ms.us).

Legal reference: MS Code 37-15-35; 1972 Educational Amendments, Title IX; 1964 Civil Rights Act, Title VI; 1973 Rehabilitation Act, Section 503 & 504; 45 CFR Part 84 and Part 86; Brown vs. Board of Education, 347 U. S. 483 (1954); Mississippi Public School Accountability

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**NOTE:** All policies contained in this handbook are subject to modification by the FMSD Board of Trustees as deemed necessary.

# *Forest Municipal School District*

## *Forest, MS*

*Welcome to the Forest Municipal School District. The staff of the Forest Municipal School District is here to help and support you in your educational experience. If you have any questions or concerns, please do not hesitate to contact your child's school.*

*The primary purpose of this handbook is to help make your school experiences in this environment more satisfying, because it will tell you what you need to know and what you need to do in order to make this year both pleasant and successful.*

*This handbook has been prepared by the staff of the Forest Municipal School District as a guideline to procedures, policies, and practices governing the operation of our schools and the behavior of our students. Forest administrators and instructional staff members believe that it will help both parents and students to be properly informed about matters that concern all of us.*

*It is the responsibility of parents and students to familiarize themselves with this Student Handbook which has been approved by the Forest Municipal School Board.*

### **BOARD OF TRUSTEES**

Charles Longmire, President

Sean Ferrell, Vice President

Mattye Evans, Secretary

Chantelle Herchenhahn, Member

Louvene Robinson, Member

# FOREST MUNICIPAL SCHOOL DISTRICT

DISTRICT ADMINISTRATION AND STAFF		
Dr. Melanie Nelson	Superintendent	
Dr. Marcus Holbert	Assistant Superintendent	
ShaTerria Warren	Exceptional Services Director/ Personnel Director / 504 & Gifted Coordinator	
Dr. Reagan Shoemaker	Director of Federal Program / School Improvement	
Jeff Jones	Central Office Administrator	
Timothy Ringo	Technology Director	
Margaret Cox	Child Nutrition Facilitator	
Vincent Jones	Transportation Supervisor	
Barah Jennings	Maintenance Supervisor	
Rachel Miles	MSIS Coordinator/ Assistant to Director of Federal Programs	
Tyresia Love	MTSS Coordinator / Pre-K Manager / Public Relations	
Tracy Adcock	District MTSS / SPED Coordinator	
Willie Ealy	Special Education Secretary	
Samuel Crotwell	Technology Network Administrator	
Carlos Moore	Technology Technician	
Vivian McGee	Executive Secretary: Superintendent & Board	
Phatosha Derrick	Payroll Clerk	
Shawanda Dotson	Accounts Payable	
Odena McBride	Nurse	
Coshune Bingham	School Resource Officer	
Jaylon Lofton	School Resource Officer	
SCHOOLS, ADMINISTRATION, AND CONTACT INFORMATION		
<b>Forest Elementary School</b> 513 Cleveland Street Forest, MS 39074 601-469-3073 X 4 (Office) 601-469-8252 (Fax)	Dr. Ebony Donelson - Crosby Khary Orr Lynn Atkison	Principal  Assistant Principal Counselor
<b>Hawkins Middle School</b> 803 Oak Street Forest, MS 39074 601-469-1474 X 3 (Office) 601-469-8251 (Fax)	Lindsay White Dr. Darla Lofton Kristi Wade	Principal Assistant Principal Counselor
<b>Forest High School</b> 511 Cleveland Street Forest, MS 39074 601-469-3255 X 2 (Office) 601-469-8250 (Fax)	Matthew Wade Tonya Davis  Tobias Lofton	Principal Assistant Principal Counselor Athletic Coordinator

# FOREST MUNICIPAL SCHOOL DISTRICT

## 2025-2026 District Calendar

Board Approved January 9, 2025

July 9-11	Student Registration
July 17-18	New Teacher Induction/Training
July 22-23	Professional Development
July 22	Open House
July 24	First Student Day
August 27	Progress Report Issued #1
August 28	Professional Development (Student Holiday)
August 29	Student/ Teacher Holiday
September 1	Labor Day Holiday
September 29-30	First Nine Weeks Exam
October 1-3	First Nine Weeks Exam
October 3	End of First Nine Weeks
October 6-10	Fall Break
October 13	Professional Development (Student Fall Break)
October 16	Report Card Pickup
November 13	Progress Report Issued #2
November 24-28	Thanksgiving Break
December 12-18	Second Nine Weeks Exam
December 19	63% Day / End of Second Nine Weeks
December 22	First Day of Christmas Break
January 5	Professional Development
January 6	Student Return
January 8	Report Card Pickup
January 19	Martin Luther King
February 12	Progress Report #3
February 16-17	Student / Teacher Holiday
March 2-6	Third Nine Weeks Exams
March 6	End of Third Nine Weeks
March 9-13	Spring Break
March 16	Professional Development
March 19	Report Card Pickup
April 3	Good Friday Holiday
April 6	Easter Holiday / Weather Make up
April 16	Progress Report #4 Issued
May 15-20	Fourth Nine Weeks Exam
May 19	Graduation
May 21	Last Day of School / 63% Day (Students Only)
May 22	Professional Development
May 25	Memorial Day

**Note:** No activities shall be scheduled beyond 5:30p.m on the night before 9-week exams or state test.

	Jul	Aug	Sept	Oct	Nov	Dec	Sem.1	Jan	Feb.	Mar.	Apr.	May	Sem.2	Year
Student	6	19	21	17	15	15	93	18	18	16	20	15	87	180
Teacher	8	20	21	18	15	15	97	19	18	17	20	16	90	187

## BELL SCHEDULES

Students are not to arrive on the school campus prior to the beginning of the school day before teachers report for duty. The school will not assume responsibility for any students arriving on school grounds prior to the stated time unless they are transported by the school bus. Continuous disregard for this procedure may be reported to the Forest Police Department. Students are to leave the school campus at the end of the school day unless they are participating in a supervised school activity and are under the direct supervision of a teacher. The school will not assume responsibility for any child remaining on campus after the end of the school day without approval.

### FOREST ELEMENTARY SCHOOL BELL SCHEDULE

School Begins	7:45 a.m.
School Dismissal	3:15 p.m.
<b>Early Dismissal / Late Arrival Schedule</b>	
63% Day Early Release	7:45 a.m. -12:27 p.m.
63% Late Arrival	10:33 a.m. – 3:15 p.m.
<b>NOTE:</b> Students should not arrive on campus before 7:20 A.M., since no supervision is provided before that time.	

### HAWKINS MIDDLE SCHOOL BELL SCHEDULE

School Begins	7:45 a.m.
School Dismissal	2:45 p.m.
<b>Early Dismissal / Late Arrival Schedule</b>	
63% Day Early Release	7:45 a.m. -12:15 p.m.
63% Late Arrival	10:25 a.m. – 3:15 p.m.
<b>NOTE:</b> Students should not arrive on campus before 7:20 A.M., since no supervision is provided before that time.	

### FOREST HIGH SCHOOL BELL SCHEDULE

School Begins	7:45 a.m.
School Dismissal	3:20 p.m.
<b>Early Dismissal / Late Arrival Schedule</b>	
63% Day Early Release	7:45 a.m. -12:37 p.m.
63% Late Arrival	10:35 a.m. – 3:20 p.m.
<b>NOTE:</b> Students should not arrive on campus before 7:20 A.M., since no supervision is provided before that time.	

## **ADMISSIONS**

### **COMPULSORY-SCHOOL-AGE CHILD**

"Compulsory-school-age child" means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year; and shall include any child who has attained or will attain the age of five (5) years on or before September 1 and has enrolled in a full-day public school kindergarten program.

If a compulsory-school-age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year of the school which the child is eligible to attend or the child has accumulated five (5) unlawful absences during the school year of the public school in which the child is enrolled, the school district superintendent or his designee shall report, within two (2) school days or within five (5) calendar days, whichever is less, the absences to the school attendance officer (Legal Reference: MS Code 37-13-91).

### **ADMISSION PROCEDURES**

Any new student entering the Forest Municipal School District must reside with his/her natural parent(s) or a court approved legal guardian who resides in the Forest Municipal School District in order to be enrolled in any school in the Forest Municipal School District. The student's parents/guardians must accompany the student at the time of enrollment and must provide a photo I.D. plus the following information:

1. Proof of residence in accordance with the MS State Board of Education Policy for Residency Verification. (See Verification of Student Residence on page 9).
2. A certified birth certificate for the student.
3. A proper immunization report issued through the family physician or through the health department.
4. A social security card for the student.
5. A student not living with a parent must present a certified copy of filed Petition for Guardianship if pending, and final decree when granted, declaring resident to be the Legal Guardian of the student, and further declaring that the guardianship was formed for a purpose other than establishing residency for school district attendance.
6. A withdrawal form issued by the student's previous school, if applicable. A student in grade 9 must provide written evidence that he has been promoted to the 9<sup>th</sup> grade. A student in grades 10-12 must present an unofficial copy of his transcript of credits.

### **KINDERGARTEN OR FIRST GRADE STUDENT ENROLLMENT**

In accordance with **SB 2347** (Effective July 1, 2013), children age 5 on or before September 1 of the calendar year who have enrolled in public kindergarten are subject to the provisions of the Mississippi Compulsory School Attendance Law.

In order for any child to enroll in first grade, the child must have reached the age of six (6) on or before September 1 of the year of enrollment.

### **ENGLISH LEARNER [EL] - ENROLLMENT**

When a child is determined to be an English Learner as defined by Public Law 107-110 [NCLB], enrollment action in the best interest of the child shall be taken, pursuant to Federal guidelines, under section 1112 (G) and 3302 of the Elementary and Secondary Education Act of 1965.

### **NON-ACCREDITED AND HOME SCHOOLED STUDENTS - ENROLLMENT**

A student transferring into the Forest Municipal School District from a non-accredited school or home schooling must be given appropriate placement tests as determined by school officials.

Students in grades 1-8 will be evaluated for placement with the Mini-Battery of Achievement Assessment.



Testing of students in grades 9-12 will utilize online testing option for subjects that are available. The content of such testing is in line with national standards and removes any test bias which may occur with teacher-constructed tests in Forest Municipal School District.

Courses for which there is no online test fall into one of two categories: (a) the class is offered at Forest High School but there is no online test available; and (b) the class is not offered at Forest High School and there is no online test available.

Students desiring to test for credit on classes offered at Forest High School, for which no test is available, will take the four nine-week term tests that Forest High School (grades 9-12) students take in that course. Therefore, it is necessary for Forest High School to have copies of such term tests and answer keys for these tests on file to administer to entering students.

If there is no online test available and the class/course is not offered at Forest High School, the student will not earn credit for that class/course which the student took at another non/accredited school.

Parents of students entering Forest Municipal School District from an unaccredited placement, i.e., placement not accredited by a state accrediting agency or by the Southern Association of Colleges and Schools (AdvancED), should contact the Federal Program Department, who is responsible for testing such students.

After all testing is completed, the student will see the principal/counselor to construct his/her schedule. No student will be scheduled or attend class until all testing for credit has been completed.

Because the number of tests the student must take is based on the number of credits the student is attempting to earn, the testing process may take several days to complete.

Questions on this topic may be directed to the Federal Programs Director Reagan Shoemaker, Forest Municipal School District (601) 469-3250 ext. 1013.

#### **EXPELLED STUDENTS - ENROLLMENT**

Parents, guardians or students must indicate on the school registration form if the enrolling student has been expelled from any public or private school or is currently a party to an expulsion proceeding.

If a child's cumulative record or application for admission or enrollment indicates that the child has been expelled, the school district may deny the student admission/enrollment until the superintendent of the school, or his designee, has reviewed the child's cumulative record and determined that the child has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program. If the child is a party to an expulsion proceeding, the child may be admitted to a public school pending final disposition of the expulsion proceeding. If the expulsion proceedings result in the expulsion of the child, the public school may revoke such admission to school. If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs or other activity that may result in expulsion, the school district shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of the expulsion (MS Code 37-15-9).

#### **VERIFICATION OF STUDENT RESIDENCE**

According to the Mississippi State Board of Education residence verification policy, the definition of student residence for school attendance purposes is that the student physically resides full time, weekdays/nights and weekends, at a place of abode located within the limits of the school district. This policy requires that all school districts absolutely verify a student's residence for determination as to whether the student may legally attend a school in the district.

The Forest Municipal School District must verify residence for each student to be enrolled. Post office box numbers are not acceptable for verification purposes. A street address/name must be provided. Utility bills used as proof of residence must not be more than 60 days old. Two of the following will be accepted as documentation:

- a. Filed Homestead Exemption Application form
- b. Mortgage documents or property deed

- c. Apartment or home lease
- d. Current residential gas bill
- e. Current residential electricity bill
- f. Current residential water bill
- g. Current Driver's license, State of Mississippi official ID card, or Consular ID card
- h. Voter precinct identification
- i. MS Road and Bridge Privilege Tax and Registration Receipt (Car Tag Receipt)
- j. Other documentation may be considered in accordance with FMSD school board policy.

If a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431(1), 11432(e)(4) and 11302(a), the school district shall consider and take enrollment action that is in the best interest of the child pursuant to 40 USC 11432(e)(3).

### **CUSTODIAL PARENTS**

If you are the legal guardian of the student through the courts, you must provide documentation officially appointing you guardian/primary physical custodian or a copy of your most recent divorce decree for examination by school officials. The Forest Municipal School District will be responsible for issuing report cards, progress reports, and other necessary reports only to the custodial parent (defined as the parent with whom the student resides during the school year). Copies of report cards will be given to non-custodial parents upon written request to the principal, accompanied by a self-addressed envelope.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

If at any time during the year a student's address or home telephone number changes, the parent/guardian should immediately report such change to the principal's office. Two proofs of residence with the new address must be provided. Should questions arise regarding a student's legal residence, the school may request additional confirmation of information in order to meet the requirements of state law.

### **CONTACTING PARENTS**

It is the parent's/guardian's responsibility to provide accurate up to date (current) telephone numbers and e-mail addresses which will permit school personnel to reach a responsible adult at all times. The school must be informed of any changes in telephone numbers and addresses immediately. Parents/guardians are advised that if a responsible adult cannot be reached after good faith efforts by school personnel, Scott County Social Services and/or the District's Security Officer will be contacted.

### **OUT OF DISTRICT STUDENTS**

All out-of-district students must maintain the following criteria to remain eligible for admittance to the FMSD:

1. Students must maintain a minimum grade of **70** in each of the core subjects;
2. Subject area test scores must be BASIC or above for students in grade 8-12. Reading and Math Diagnostics or other grade equivalent test scores must be BASIC or above for students in grades K-8. Incoming Kindergarten students shall be exempt from this requirement.
3. Student must not accumulate more than five (5) unexcused absences during the school term.
4. Students with habitual discipline offenses may have their transfer privileges revoked at any time.

## ATTENDANCE POLICY

A student must meet minimum attendance standards as established by the Forest Municipal School District. When a student accumulates in excess of twenty (20) absences, excused and/or unexcused, in a yearly course, ten (10) absences in a semester course, or ten (10) absences in a block schedule class, credit will not be awarded for the course regardless of the grade average achieved. A student who exceeds twenty (20) absences in a yearly course, ten (10) absences in a semester course, or ten (10) absences in a block schedule class shall receive no credit for the course. This attendance policy applies to all students enrolled in regular education and special education classes. A special committee may meet once every semester to determine if credit may be granted to students with excessive absences. The parent/guardian of such students may request a review by the attendance committee by submitting a written letter to the principal's office prior to the end of each semester.

Students in grades 7-12 who exceed this standard may not, pending appeal, receive a grade or Carnegie unit in the course. A notation of No Credit (NC) will be recorded on the report card and on the transcript if the student is passing the course. Students may, pending appeal, be required to make up class time on an hour-for-hour basis in order to remove the NC status.

In order to earn promotion in elementary grades K-6, students must satisfy the following requirements:

1. Students must be in attendance at school with no more than twenty (20) absences during the school year. If there are extenuating circumstances, the parent can petition the principal for an exception.
2. Promotion to grades 2-6 requires passing grades in Language Arts, Math, and either Science or Social Studies.

**NOTE:** Absences from school shall be classified EXCUSED or UNEXCUSED as stated in the Mississippi Code 37-13-91, but the student is still considered absent and cannot obtain perfect attendance.

The following are valid reasons for an absence to be considered EXCUSED:

- Personal illness
- Death or serious illness of an immediate family member
- Direct involvement in court proceedings if the child is a party to the action
- Special permission of the principal (obtained in ADVANCE IN PERSON BY THE PARENT OR LEGAL GUARDIAN).

In case of illness, injury, death or serious injury of an immediate family member, up to five (5) parental excuses per semester will be accepted. A written excuse from the parent, or recognized doctor or health department should be submitted within **two (2) school days** of the student's return to school. The written excuse must be signed and dated by the parent/guardian and must include the student's name, the date of the absence, and the reason for the absence. A physician's note, if applicable, must contain this same required information. If the note does not include all required information, the absence will be recorded as unexcused. All absences will be unexcused until a valid written note is presented. In the case of a student's direct involvement in court, a legal document stating the student's involvement should be included.

For any pre-arranged absence to be excused, a written letter of request from the student's parent/guardian stating the reason and the date for the absence must be submitted to the principal prior to the absence. In no case will the absence be excused if the letter is not submitted and approved prior to the absence.

A student who is absent more than 37% of the instructional day must be considered absent the entire day. Students may not participate in after school extra-curricular activities or related practices if they were counted absent from school on that day. Any compulsory-school-aged child with more than five (5) unexcused absences will be reported to the State Attendance Officer as required in the Mississippi Code 37-13-91, 1988 supplement.

Regular attendance on the part of all students is necessary for successful achievement and progress at school. Even one instance of tardiness or one absence may be detrimental to good schoolwork. Certainly, repeated tardiness and absence

frequently causes students to get low grades and often to fail. **IT IS, THEREFORE, IMPORTANT THAT YOU BE PRESENT AT SCHOOL EVERY DAY THAT SCHOOL IS IN SESSION.**

**Note: All policies are subject to change in adhering to accreditation standards and changes.**

#### **ATTENDANCE INCENTIVE**

The administration and faculty strongly encourage students to attend school when at all possible since attendance is so vital to a student's learning. The administration and faculty have implemented an incentive program at each school to improve student attendance. To be eligible for a Perfect Attendance award at the end of the school year, a student must be present the entire day without any check-ins/check-outs.

#### **ADMITTANCE TO CLASS**

A student who has been absent from any class should have an admittance slip in order to receive an excused absence. Any student required to secure an excused absence must do so prior to the beginning of first period.

#### **MAKE-UP WORK**

All students who have missed assignments due to excused and/or unexcused absences. Upon returning to school, it is the student's responsibility to check with each teacher about the assignments missed during their absence. Teachers will provide a list of missed assignments and relevant instructions. Students must complete and submit all missed assignments within 5 school days of returning to school. In cases where the absence occurs near the end of the term, all make-up work must be submitted before the end of the term. If a student faces exceptional circumstances that prevent them from meeting the 5-day deadline, they must request an extension from their teacher as soon as possible. Extensions will be granted at the teacher's discretion based on the validity of the circumstances. Any extensions granted cannot extend past the deadline of the end of the term. Make-up work will be assessed and graded according to the same standards as regular assignments. Late make-up work, without an approved extension, may be subject to penalties as outlined by the teacher's classroom policy.

#### **TARDINESS**

A student is tardy for school if he or she arrives at school after the tardy bell rings. All late arrivals, other than those due to late buses, are recorded as tardies. A tardy slip or admit slip must be secured from the office before a student can be admitted to class. Students who report to class late as a result of picking up admit slips and/or students who have to leave class to get an admit slip will receive a tardy.

##### **Consequences for Tardiness—Forest Elementary**

- 3<sup>rd</sup> Tardy Parent Contact
- 4<sup>th</sup> Tardy Parent Contact, Review Tardy Consequences
- 5<sup>th</sup> Tardy Parent Conference
- 6<sup>th</sup> Tardy Home Visit
- Students arriving by car and wishing to eat breakfast must arrive by 7:40 A.M.

##### **Consequences for Tardiness -- Hawkins Middle School and Forest High School**

All late arrivals to class are counted as tardies unless the office or a teacher detains the student. Students shall receive a tardy if they are not in the classroom when the tardy bell sounds. **Students missing 37% or more of any class will be recorded absent for that period.** Students who are on campus and are more than five minutes late for a class may be considered skipping class.

Students are allowed a cumulative total of two (2) tardies for all classes for the nine weeks period. Upon receiving the:

- |                         |                              |
|-------------------------|------------------------------|
| ▪ 3 <sup>rd</sup> Tardy | Parent Contact               |
| ▪ 4 <sup>th</sup> Tardy | Parent Conference            |
| ▪ 5 <sup>th</sup> Tardy | 1 Day After School Detention |
| ▪ 6 <sup>th</sup> Tardy | Parent Conference            |
| ▪ 7 <sup>th</sup> Tardy | 1 Days ISS                   |

- 8<sup>th</sup> Tardy 2 Days ISS
- 9<sup>th</sup> Tardy 3 Days ISS
- 10<sup>th</sup> Tardy or more Discretion of the Administrator

#### **CHECKING OUT BEFORE DISMISSAL**

Once a student comes on campus either by bus, car, being dropped off by someone, or walking, they are under the supervision of the school and cannot leave campus for any reason without permission from the principal's office.

Students must be personally "signed out" in the office by their parent(s)/guardian upon presentation of a current photo ID. Exception to this rule will be made only in the case of extreme hardship. In which case, parents or guardian must call the principal. According to House Bill 1530, effective July 1, 2013, a compulsory-school-age child who is absent more than 37% of the instructional day must be considered absent the entire day.

**NOTE:** Students cannot check out of FES after 2:30 p.m., unless it is an emergency.

#### **WITHDRAWAL FROM SCHOOL / TRANSFER OF STUDENT ACADEMIC RECORDS**

Individuals who wish to withdraw a student(s) from any school in the Forest Municipal School District should report to the school counselor's office to complete a withdrawal form. A parent/guardian must accompany the student to complete this process. Academic records will be forwarded upon request from the student's new school when all withdrawal procedures have been completed, all textbooks and library books returned, devices and all fines (if applicable) should be paid at withdrawal. The official academic records cannot be given to the student, parent or guardian. The school can only provide them with a completed withdrawal form. This process meets the requirement of the Educational Rights and Privacy Act, which eliminates the need for a parent's signature card.

### **ACADEMIC ISSUES**

#### **REGISTRATION/COURSE SELECTION/SCHEDULE CHANGES**

Students are given a course selection form in advance of each new school year. The counselor is available to assist parents/guardians and students in program planning. NO changes in course selections will be permitted after the school year begins unless: (1) the course has been dropped from the master schedule because of insufficient demand; (2) an error is made in scheduling by the counselor; (3) the change is an administrative necessity. Each school's administration reserves the right to change course selection requests based on test scores or other criteria, as necessary. THESE GUIDELINES SHALL BE STRICTLY ADHERED TO THROUGHOUT THE SCHOOL YEAR.

#### **GRADING SYSTEM**

A standard numerical grading system is maintained in the FMSD. Grade frequencies are as follows:

FOREST ELEMENTARY	A = 100-90	B = 89 - 80	C = 79- 70	D = 69 - 65	F = 64 – 0
HAWKINS MIDDLE FOREST HIGH	A = 100-90	B = 89 - 80	C = 79- 70	D = 69 - 60	F = 59 – 0

- Kindergarten uses a different report card and grading system.
- Special education students may be graded in accordance with their IEP.
- EL students will be graded consisted with the standard numerical grading scale. They may receive accommodations and modifications in accordance to his/her Language Service Plan (LSP).

#### **TESTS AND DAILY GRADES**

All grades must be current every Monday to enable parents to monitor their child's progress in *Active Parent*. Teachers are required to give frequent tests to evaluate each student's progress. A minimum of four (4) major test grades per nine weeks will be given at all schools. A minimum of two (2) other daily/homework grades will be required per week.

### **HOMEWORK**

The Board of Trustees recognizes the value of purposeful, well-planned, and properly motivated home assignments that are (1) appropriate to the grade level, age, and abilities of the student; (2) designed to stimulate initiative and independence or to reinforce and enrich classroom instruction; (3) in complete accord with the goals established for the development of the school curriculum; (4) carefully planned so that home assignments are not so lengthy as to be self-defeating nor so complicated as to require assistance or resource materials not available to the student; and (5) an extension of class work that has already been introduced.

As in the assignment of in-school work, homework assignments must be left to the sound professional judgment of the teacher, who will be expected to interpret the needs and assess the abilities and interests of each student.

### **CALCULATING THE NINE WEEKS AVERAGE**

Student grades for each nine-week period will be calculated using three weighted categories:

- **Daily/Homework Assignments** – 15%
- **Quiz Grades(up to 5)** – 20%
- **Test Grades** – 40%
- **Benchmark / Nine Weeks Exam** – 25%

Each category contributes to the overall nine-week average based on the weight assigned above.

**Semester Grades:** The semester grade will be the average of the two nine-week grades.

**Final Year Grade:** The final grade for the year will be the average of the two semester grades.

### **GRADING ENGLISH LEARNERS (EL)**

- Grades are given according to the FMSD grading scale listed in the student handbook.
- EL students will meet the same grading criteria as all students. \*However, the students' work will be modified and accommodated to meet his or her needs according to their Language Service Plan (LSP).

### **Reteach / Retest**

Reteach/Retest is available to all students in accordance with school procedures and requirements. Students must sign up with the teacher for reteach/retest within 5 days of receiving his or her test grade and meet all eligibility requirements. Students must retest within 10 days of receiving his or her test grade and must do so at the day/time scheduled by the teacher. Reteach/Retest is only allowable on major/unit tests provided by the teacher. Term tests and benchmark assessments are not eligible for retesting. Students are limited to one instance of reteach/retest per subject, each nine weeks term. Students that fall into the MTSS/SPED/504/EL categories may be an exception.

### **HONOR ROLL**

Students will be listed on the Principal's Honor Roll if they have a numerical grade for a nine-week grading period in all subjects from 80 or higher. Students will be listed on the Superintendent's Honor Roll if they have a numerical grade for a nine-week grading period in all subjects of 90 or higher.

## EXEMPTIONS

### EXEMPTIONS- Grades 5-8

In order for a student to be considered exempted from the Final Exam, the student MUST have not received any ISS or OSS disciplinary actions within the school year, MUST have been present for all Benchmark Assessments prior to exams, and MUST also meet ONE of the following requirements:

- Score Proficient or Advanced on Benchmarks with at least a “B” course average
- Maintain Perfect Attendance with at least a 70 or above course average
- Have an “A” course average

### EXEMPTIONS – Grades 9 –12

Exemption is a privilege, not a right. Only students who meet the following requirements may be exempt from semester tests,

- ☐ The student has no more than four (4) tardies in a term.
- ☐ Exemptions based on Semester I and II data.

Semester 1	Semester 2
Grades based on Semester 1 average	Grades based on Semester 2 average
Discipline based on Term 1 and Term 2	Discipline based on Term 3 and Term 4
Attendance based on Term 1 and Term 2	Attendance based on Term 3 and Term 4

Students in grades 9<sup>th</sup> -12<sup>th</sup> who meet the following requirements will be exempt from semester exams:

- o A student with an A average and no more than 5 unexcused absences in a class may be exempt from the semester exam for that class.
  - o A student with a B average and no more than 4 unexcused absences in a class may be exempt from the semester exam for that class.
  - o A student with a C average and no more than 3 unexcused absences in a class may be exempt from the semester exam for that class.
  - o A student with a D average and 0 absences in class may be exempt from the semester exam for that class.
1. Students will be counted absent but will receive an excused absence from classes in which they are exempt.
  2. Students who are exempt under this policy will receive grade average prior to exam exemption on the report card .
  3. Final examinations shall not be given early. A student who withdraws from school prior to taking his/her final examinations for term or semester shall be given grades in progress.
  4. Students are not eligible for exemptions if they have been issued OSS or Alternative Placement.
  5. To be exempt, a student shall not have any outstanding deficiencies, such as textbook or library fines, or fines from any teacher.
  6. Any student not exempt will be required to take the term exam in the course.
  7. Students may be exempt by period.
  8. For final exams, Seniors who are passing are exempt.

**Note:** Students may not be exempt from semester exams in tested courses (Grades 5-8 Math, Algebra I, Grades 5&8 Science, Biology, Grades 5-8 ELA, English II, U.S. History)

### **ACADEMIC DISHONESTY**

Improper academic conduct (cheating, plagiarism, etc.) will not be tolerated. Any use of an electronic device during testing will be considered a cheating incident. Any student caught cheating will receive a zero on the assignment, disciplined through the office, and academic clubs will be notified. Plagiarism is defined as an act or instance of using or closely imitating the language and/or thoughts of another without authorization or representation of that person's work, claiming material as one's own as by not crediting the original source. A student's work should be primarily original material, and sourced material should only be used secondary to said original material. In accordance with the local community colleges and state universities of Mississippi, schools will not determine plagiarism by a pre-determined, allowable percentage of copied material. Plagiarism will be determined based on perceived intent. Work will be examined and graded on a line-by-line basis. Anyone determined to be intentionally using ANY material which is not their own and is not credited to its source will receive a zero for that particular assignment and will be written up for the offense of cheating. Plagiarism is a serious offense in the academic community; one which can result in expulsion at the college level. It is our intent to prepare our students for their future academic endeavors by following the standards used in the world of higher education.

Students are expected to use all technology responsibly and ethically. Any misuse of technology for academic purposes will be considered a violation of school board policy. Obtaining improper assistance from artificial intelligence tools including, but not limited to, Chat GPT is strictly prohibited. Any attempt to obtain improper assistance from AI tools will be considered a violation of school board policy. Students in violation of this policy will be subject to discipline up to and including suspension or expulsion. (Board Policy JCA)

### **ACCELERATED CLASSES**

If special circumstances arise associated with scheduling students in accelerated classes, the principal shall have the discretionary authority to consider other factors, including the development of a written and detailed student contract listing expectations and timelines to assist in meeting the individual educational needs of a student(s) as necessary. The criteria for a student being placed in an accelerated class are the following:

#### **Forest High School:**

##### **~ CRITERIA FOR TAKING ENGLISH COURSES.**

- Students may not be enrolled in more than one (1) English course per school year.
- The administration may make exceptions to this policy if the student has passed the English II test and/or will lead to the graduation of the student with his/her cohort group.

##### **~ CRITERIA FOR TAKING 9<sup>TH</sup> GRADE BIOLOGY /ALGEBRA I. Students should meet **two** of the following requirements:**

- Overall average in 8<sup>th</sup> grade core classes of 80+
- Earned an 80+ final average for the school year in 8<sup>th</sup> grade Science/Math
- MAAP score of Advanced or Proficient

NOTE: Science/Math teachers reserve the right to use a Pre-Test score in combination with these requirements.

##### **~ CRITERIA FOR TAKING ACCELERATED ENGLISH**

- Earned an 85-final average for the school year in prior English course

##### **~ CRITERIA FOR TAKING DRIVERS' EDUCATION**

- Students must have their driving permit within the first two weeks of the course.

##### **~CRITERIA FOR ADVANCED PLACEMENT COURSES/DUAL ENROLLMENT**

- Students and/or parents must pay all costs of Dual Credit courses and AP exams by the deadlines set by FHS.
- Forest High School will be offering these courses: AP Biology, AP Calculus, AP Computer Science, AP English Language & Composition, AP English Literature & Composition, AP Environmental Science, AP Human Geography, AP Psychology, AP Spanish Language & Culture, AP Statistics, AP U.S. History, AP U.S. Government & Politics, and AP World History.
- Students enrolling in Dual Credit courses must meet the guidelines set forth by East Central Community College.



- Students enrolling in Advanced Placement courses must meet the guidelines set forth by the College Board.

~CRITERIA FOR CPR/AED AS REQUIRED BY SB 2185 (2015)

- Beginning with the 2015-2016 ninth grade class, an instructional component on the proper administration of cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) shall be included as part of the physical education or health education curriculum.

~CRITERIA FOR CORRESPONDANCE/ONLINE & SUMMER SCHOOL [FOREST HIGH SCHOOL ONLY]

- Students and/or parents are responsible for paying all costs of correspondence and summer school courses.
- Students may earn a maximum of one credit in correspondence course study or in an online course for remediation or enrichment purposes only.
- Students who wish to enroll in correspondence courses must obtain the recommendation of the counselor and the written approval of the principal.
- Students must obtain written permission from the principal before entering summer school.
- The administration may make exceptions to the number of correspondence and/or online courses allowed if the exception to this policy will lead to the graduation of a student.
- All senior correspondence courses must be completed and the grades received by the counselor by the final day of senior exams.

## PROMOTION RETENTION POLICY

The promotion and retention of students for grades K-12 in the Forest Municipal School District shall be based on the student's individual academic achievement and progress on the curriculum as adopted by the school board. All placement decisions shall be based on the grades earned using the student grading and reporting system (Board Policy IHA). The retention of a student or repetition of a grade in K-12 for the sole purpose of participating in extra-curricular activities is prohibited (Board Policy IHE).

### PROMOTION REQUIREMENTS FOR GRADES K - 4

Non-Promotion for Kindergarteners: Kindergarten students must master the standards as mandated by the state before promotion from Kindergarten to 1<sup>st</sup> grade.

Promotion Requirements for Grades 1-4: In order to earn promotion in elementary grades, students must satisfy the following requirements:

1. Students must be in attendance at school with no more than twenty (20) absences during the school year. If there are extenuating circumstances, the parent can petition the principal for an exception.
2. Promotion to grades 2-5 requires passing grades in Language Arts, Math, and either Science or Social Studies.

Literacy Based Promotion (3<sup>RD</sup> Grade): In compliance with the "Literacy Based Promotion Act," it is the intent of this school district to improve the reading skills of kindergarten – 3<sup>rd</sup> Grade students so that every student completing the 3<sup>rd</sup> Grade is able to read at or above grade level. Each Kindergarten through 3<sup>rd</sup> Grade student's progression is determined, in part, upon the student's proficiency in reading; the policies of local school boards facilitate this proficiency; and each student and the student's parent or legal guardian is informed of the student's academic progress.

In compliance with the "Literacy-Based Promotion Act," social promotion is prohibited in this school district. A student may not be assigned a grade level based solely on the student's age or any other factors that constitute social promotion. Beginning in the 2014-2015 school year, if a student's reading deficiency is not remedied by the end of the student's Third Grade year, as demonstrated by the student scoring at the lowest achievement level in reading on the state annual accountability assessment or on an approved alternative standardized assessment for Third Grade, the student shall not be promoted to Fourth Grade (MS CODE – Literacy Based Promotion Act, 2013; and FMSD Policy ICHI).

### PROMOTION REQUIREMENTS FOR GRADES 5-8

Students promoted to the sixth, seventh, eighth, or ninth grade, must satisfy the following requirements:

1. Must be in attendance in school with no more than 20 absences in the school year or 10 absences in a semester course. If there are extenuating circumstances, the parent can appeal to the Attendance Committee.

2. To be promoted to Grades 6 - 9 a student must pass Language Arts, Math, Science and Social Studies with 60%. A retention committee will review all failures and the following will be considered: If a subject is failed, the committee will review the child's performance [i.e., class work, homework, class participation, etc.] and data [i.e., quizzes, weekly tests, unit/chapter tests, nine-week tests] over the course of the year. Upon reviewing the recommendation of the retention committee, the principal will make the final decision to either transfer the student to the next grade or retain the student.

### **FHS Promotion**

Forest High School students must have earned at least 6 credits at the end of their 9th grade year to be promoted to the 10<sup>th</sup> grade. Students must have at least 12 credits to be promoted from 10<sup>th</sup> to 11<sup>th</sup> grade. For a student to be classified as a senior, a student must have earned at least 19 credits and completed the 11<sup>th</sup> grade.

### **Retention of English Learners**

- o The LEA is required to accommodate the EL in a way that allows the student to benefit from the educational experience. The student cannot be penalized for his/her lack of the English language. A valid interpretation would mean that a student should never be given the grade of "F" when the student's lack of success can be attributed to limited English proficiency.
- o Retention is generally not recommended for ELs. Though the decision to promote or retain must be made on a case-by-case basis, any decision to retain an ELL must be accompanied by documentation demonstrating that appropriate accommodations and modifications were employed throughout the year to assure compliance with Federal requirements (May 25, 1970 Memorandum).
- o ELs should be carefully evaluated before retention is recommended to ensure that lack of English skills is not being mistaken for poor achievement. Considerations that reduce the need to retain EL students include remedial programs, tutoring, summer enrichment programs, instructional aides, and peer tutoring.

### **GRADUATION REQUIREMENTS (See Handbook Appendix A for list of diploma options)**

Students who enter Ninth grade in 2018 and thereafter:

- Beginning school year 2018-2019 and thereafter, all entering ninth graders will be required to have a minimum of 24 Carnegie units as specified in the MS Public School Accountability Standards 2017, Appendix A ([www.mde.k12.ms.us](http://www.mde.k12.ms.us)).
- Student may earn one of the following endorsements to be added to the traditional diploma:
- Career and Technical Endorsement requires a minimum of 26 Carnegie units (Appendix A),
- Academic Endorsement requires a minimum of 26 Carnegie units (Appendix A), and/or
- Distinguished Academic Endorsement requires a minimum of 28 Carnegie units (Appendix A).
- All students must take the Subject Area Tests as required by the State of Mississippi.
- Students in the traditional diploma program who fail to meet the graduation requirements shall not be issued a diploma nor shall such students be permitted to participate in graduation exercise.

Alternate Diploma:

- Only students identified by their Individualized Education Program Committee as having a significant cognitive disability, as defined by the Testing Students with Disabilities Regulations and State Board Policy Chapter 78, Rule 78.1, may be eligible to earn the Alternate Diploma. Each student graduating from a secondary school in an accredited school district with the Alternate Diploma will have earned the required credits as specified in Appendix A
- Any student with a significant cognitive disability who completes the minimum graduation requirements as specified below and has achieved a score (to be determined) or higher on each of the required high school alternate assessments is eligible to receive an Alternate Diploma.
- The Alternate Diploma is not equivalent to a traditional diploma and is not recognized by postsecondary institutions.

### EXIT OPTIONS FOR SPECIAL EDUCATION STUDENTS

The IEP Committee will determine the appropriate graduation or exit option for students with disabilities. These options include a Traditional Diploma, Alternate Diploma, or Certificate of Completion.

- Any student with a significant cognitive disability who completes the minimum graduation requirements as specified in Appendix A and has achieved a score (to be determined) or higher on each of the required high school alternate assessments is eligible to receive an Alternate Diploma.
- A Certificate of Completion is not a high school diploma or an Alternate Diploma, but rather an acknowledgment of the student's participation in and completion of his/her individualized Education Program (IEP).
- Students eligible to receive a Certificate of Completion must fall into one (1) of the following categories:
  1. Students **without** a Significant Cognitive Disability at the end of the 8<sup>th</sup> grade who:
    - Are 16 years old or older; AND
    - At least 3 or more grade levels below their peers in reading and math; AND
    - Have a signed statement from the parent that they understand that the Certificate of Completion is not a standard diploma and will not meet the requirements for entry into any career or post-secondary opportunity that requires a diploma.
  2. Students without a Significant Cognitive Disability who have not yet turned sixteen (16) by the end of the eighth grade should transition to ninth grade on diploma path.
  3. Students **with** a Significant Cognitive Disability at the end of the 8<sup>th</sup> grade who:
    - Have extremely limited or no receptive and expressive communication skills AND
    - Have a signed statement from the parent that they understand that the Certificate of Completion is not a standard diploma and will not meet the requirements for entry into any career or post-secondary opportunity that requires a diploma.
  4. Students **with or without** a Significant Cognitive Disability at the end of their third school year of high school (6 semesters) who:
    - Have not earned at minimum of 3 English credits, 3 math credits, 2 science credits, 2 social studies credits, and 5 electives; AND
    - Have a signed statement from the parent that they understand that the Certificate of Completion is not a standard diploma and will not meet the requirements for entry into any career or post-secondary opportunity that requires a diploma.
    - Have evidence of 3 or more years of intensive intervention to earn Carnegie Unit bearing courses (Or Alternate Diploma Course Credits for students with a Significant Cognitive Disability).

Students earning the Certificate of Completion must have completed at least four (4) years of high school and/or be at least 19 years of age at the time of graduation.

Students pursuing a Certificate of Completion are required to participate in the Mississippi statewide assessment program deemed appropriate by their Individualized Educational Plan (IEP) Committee.

### CLASS RANKING POLICY FOR GRADES 9-12

The purpose of this policy is to establish a uniform method of determining the class ranking of each student in grades 9-12 through the use of weighted number grades. Class ranking is to be considered directory information under the student records laws and may be furnished to scholarship organizations, colleges, universities, and other similar groups or organizations. Courses at Forest High School are classified as Level 1, Level 2, or Level 3.

Level 1 Courses: All courses not designated as Level 2 or Level 3.

Level 2 Courses: All Accelerated English, Algebra III, Honors Biology.

Level 3 Courses: All courses designated as Advanced Placement or Dual Enrollment/Credit.

Each level is assigned a grade factor that is multiplied by the student's numerical grade to determine the final GPA/QPA and class rank. The grade factors for each level are as follows: Level 1 = 1.00; Level 2 = 1.03; Level 3 = 1.05

Class ranking shall be calculated at the end of each school year by averaging the current semester grades in all classes that issue Carnegie unit credit with all previous semester grades, and then listing each student according to the overall number grade averages in ascending order. A tie for a particular rank shall cause the deleting of succeeding rankings equal in number to the students involved in the tie.

**Final class ranking for graduating seniors will be based on final grade averages through the last semester of their senior year in high school.** The **valedictorian** of the graduating class is the student with the highest academic average, as determined by averaging semester grades in all classes receiving Carnegie unit credit. The **salutatorian** of the graduating class is the student with the second highest academic average, as determined by averaging semester grades in all classes receiving Carnegie unit credit.

#### **GRADUATING WITH HONORS [FHS]**

Graduation with honors or highest honors shall be determined by averaging semester grades, through the last semester in high school. "Honors" shall be any senior whose final grade average is 90-92. "Highest Honors" shall be any senior whose final grade average is 93 or higher.

#### **COLLEGE DAY**

All seniors will receive one college day and may earn up to two additional college days. To earn additional college days seniors must qualify as College and Career Ready. Seniors may use their college day(s) during their senior year to conduct college visits/tryouts, etc. The visits must be validated by a note from a college official. Seniors taking their college day must secure a form from the counselor and complete the form with teacher and administrative signatures indicating the date the senior will be absent. This form must be returned to the counselor at least two school days before the student plans to take a college day.

#### **SENIOR LEAVE**

A student classified as a graduating senior may request late arrival or early leave. For late arrival or early leave, the following criteria must be met (MDE Requirements):

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

Alternately, a student must meet ALL of the following:

- Have a 2.5 GPA
- Passed or met all MAAP assessments requirements for graduation
- On track to meet diploma requirements
- Concurrently enrolled in Essentials for College Math or Essentials for College Literacy or SREB Math Ready or SREB Literacy Ready

## BEHAVIOR/CONDUCT/DISCIPLINE

### POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS [PBIS]

The FMSD has implemented PBIS which is a School-wide Positive Behavioral Interventions & Supports. PBIS is a prevention model. It is based on the premise that all students can benefit from well implemented, evidence-based practices for improving student behavior. School-wide PBIS provides a positive focus to encouraging desirable student behaviors. A set of universal expectations for behavior, positively stated, are established for all students in all locations of the school. These expectations generally promote core values such as respect, responsibility, and safety. Listed below are the expectations:

Classroom, Special Classes (PE, Music, Library, Computer Lab)	<ul style="list-style-type: none"> <li>✓ Follow teacher directions first time given.</li> <li>✓ Be prepared (have materials ready, arrive on time).</li> <li>✓ Keep hands, feet, and objects to yourself.</li> <li>✓ Do not speak when someone else is speaking.</li> <li>✓ Refrain from ugly or rude statements.</li> <li>✓ Be responsible for your own work and behavior.</li> </ul>
Hallway	<ul style="list-style-type: none"> <li>✓ Remain quiet and orderly at all times.</li> <li>✓ Keep hands, feet, and objects to ourselves.</li> <li>✓ Walk in a straight line and to the right side of the hallway.</li> <li>✓ Be kind to others (words, actions, quiet greeting)</li> <li>✓ Do not run, push, shove, slide, or squeak shoes in the hallway</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>✓ Use a quiet voice and conduct yourself in an orderly manner at all times.</li> <li>✓ Clean your area (pick up garbage, place top on milk, place tray in window).</li> <li>✓ Walk at all times.</li> <li>✓ Use table manners (keep hands on your own tray, use napkins, mouth closed while chewing).</li> </ul>
Playground	<ul style="list-style-type: none"> <li>✓ Follow teacher directions the first time given.</li> <li>✓ Keep playground clean.</li> <li>✓ Use equipment appropriately.</li> <li>✓ Be kind to others.</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>✓ Always use a quiet voice.</li> <li>✓ Be clean (use sanitary practices such as washing hands, keeping paper and other waste off floor, flushing toilet).</li> <li>✓ Respect the privacy of others (keep doors closed and wait your turn).</li> <li>✓ Always walk.</li> <li>✓ Report problems (students who need help, sanitary problems, fighting).</li> </ul>
Dismissal (Car/Bus)	<ul style="list-style-type: none"> <li>✓ Use quiet voices.</li> <li>✓ Report to teacher (make teacher aware of any transportation changes and notify the teacher as you leave with a parent or guardian).</li> <li>✓ Walk in line with teacher.</li> <li>✓ Keep hands, feet, and objects to yourself.</li> </ul>

### CODE OF CONDUCT, DISCIPLINE LADDER & DUE PROCESS

The major goal of the administration and faculty at all schools in the Forest Municipal School District is to provide an atmosphere for students that will afford them the opportunity to be successful both academically and socially. Discipline is looked upon by the administration as a means to accomplish two primary purposes:

1. To ensure students and teachers against annoying, distracting, or disorderly conduct that results in the loss of valuable time and learning opportunities.
  2. To develop within each student the capacity for enlightened self-control.
- Any student who demonstrated unwillingness to accept his/her responsibility by conduct, which disregards these standards, may forfeit his/her right of attendance in this school.

**STUDENT DISCIPLINE - GENERAL PROCEDURES**

1. The teacher/pupil relationship in the classroom should be one of mutual respect at all times.
2. The teacher shall be recognized as the person in authority to maintain good discipline in the classroom.
3. The authority of school officials extends not only through the regular school day, but at school sponsored events outside of school hours, on school buses, on school property, and on the way to and from school. (MS Code, SEC. #37-9-69).
4. Any certified employee shall have the authority to correct any misbehavior by a student on school property.
5. **Students are responsible to teachers/staff at all times** and viceversa while at school or at school functions.
6. A student should not display any discourtesy to a teacher or administrator who is making disciplinary corrections.
7. Each pupil shall conduct himself/herself so as to observe the rules and regulations set up by the teacher, principal, superintendent, and Board of Trustees.
8. Students placed in ISS may be required to perform work detail around campus.
9. When a student is suspended (OSS) and a parent conference is requested by administration, the student shall not be allowed to return to school until the parent conference has been held. (Refusal to attend parent conference may result in a fine -- MS Code, SEC. 37-11-53).
10. Students may be dismissed from athletics or extracurricular activities for serious or repeated discipline offenses.
11. The FMSD is required by law to report violent acts or attempted violent acts to law enforcement officials.

**ASSERTIVE DISCIPLINE PROGRAM** -- The assertive discipline program, which will govern student behavior, includes the following list of disruptions of the instructional program together with the consequences that will follow. Any student who engages in the misbehavior as listed on the OFFICE DISCIPLINE LADDER will be placed on the appropriate step by the school administrator.

**STUDENT RESTRAINT AND SECLUSION POLICY (District Policy JCBA)** -- Only school personnel trained in the use of restraint and seclusion are allowed to observe and monitor students that are displaying physically violent behavior or deemed to be a danger to themselves or others. School administrators shall contact parents/guardians if seclusion/restraint is used.

The **OFFICE DISCIPLINE LADDER (ADMINISTRATIVE PROCEDURES)** includes a list of student disruptions and their corresponding consequences. Disruptions identified with an (\*) asterisk shall denote student disruptions defined under Section 6 of the Mississippi School Safety Act of 2001. This section states that any student, who in the professional judgment of the teacher is disruptive to the learning environment, may be removed from the class and the appropriate action will be determined by the principal. A second disruption and/or non-compliance with the behavior modification plan; the administrator will follow the procedure for disciplining the student according to the Code of Conduct, which may include recommendation for placement at the alternative school or other sanctions.

**OFFICE DISCIPLINE LADDER (ADMINISTRATIVE PROCEDURES)**

<u>Disruptions</u>	<u>Consequences</u>
1. Skipping class or loitering in unauthorized area.....	Step 2 to 4
2. Defacing or damaging school property.....	Step 1 to 6
3. Disruptive behavior or continuous disobedience.....	Step 1 to 6
4. Dress code violation.....	Step 1 to 5
5. Fighting .....	Step 4 to 6
6. Gambling or possession of gambling device.....	Step 1 to 5
7. Gang related activities or materials.....	Step 3 to 6
8. Harassment, intimidation, bullying, or threat.....	Step 3 to 6
9. Unauthorized recording/sharing .....	Step 3 to 6
10. Improper academic conduct (cheating, plagiarism, etc.).....	Step 1 to 3
11. Improper behavior.....	Step 1 to 6
12. Indecent exposure.....	Step 2 to 6
13. Leaving campus without authorization.....	Step 2 to 4

14. Open defiance..... Step 1 to 6
15. Profanity / vulgar acts, gestures, symbols..... Step 1 to 4
16. Provoking / instigating a fight / physical aggression..... Step 3 to 6
17. Public display / inappropriate show of affection..... Step 1 to 6
18. Refuse to identify oneself properly when asked..... Step 2 to 6
19. Stealing (Restitution required)..... Step 2 to 6
20. Use or possession of any instrument having the effect or appearance of a weapon, including  
utensils, imitation firearms or knives, etc. Refer to Board Policy JCDAE..... Step 4 to 6
21. Use or possession of drugs / alcohol..... Step 5 to 6
22. Use or possession of a tobacco product / vapor device..... Step 2 to 4
23. Any attempt to use a FSD computer or Internet to access inappropriate websites; or  
possession and/or distribution of pornographic or other inappropriate materials..... Step 3 to 6
24. Other (Administrator discretion)..... Step 1 to 6

**NOTES:** Any student currently serving an expulsion, Out-of-School Suspension (OSS), or attending the Alternative School is prohibited from entering any Forest Municipal School District campus, attending or participating in any school sponsored extra-curricular activities unless otherwise approved in advance by the principal. The FMSD shall not be responsible for any prohibited items that are lost, stolen, or unclaimed.

**ZERO TOLERANCE POLICY ON FIGHTING (PHYSICAL CONTACT: MS Code 97-3-7)**

FIGHTING shall not be tolerated in the Forest Municipal School District. Any student(s) involved, including those who instigate a fight will be subject to punishment, regardless of how the fight began. Students may be suspended for a period of up to 9 days and be subject to expulsion or placement in the alternative school. The principal shall determine the appropriate punishment, based upon the circumstances and prior discipline record of the student(s) involved.

Any student who provokes or participates in a fight at any school related event, as a spectator, will be disciplined according to school policy and will lose the privilege of attending future school events as a spectator.

The Forest Police Department will be called to assist, and the student(s) may be arrested and charged with "Disturbing the Peace" as stated in MS Code 97-35-5. The police department and/or school officials will contact the parents/guardians.

**Zero Tolerance for Weapons (MS Code: 37-11-18) and Drugs.** The Forest Municipal School District has and intends to continue a zero-tolerance policy for weapons and drugs on campus. This policy has been very effective in curtailing inappropriate behavior on campus and maintaining a safe atmosphere.

**"Zero tolerance"** means that any child with a weapon will be recommended by the principal for expulsion by the School Board. A weapon is any item which can inflict harm, no matter how minor. Therefore, it does not matter that the knife is small or that it can inflict harm only with force. The word weapon may also include fake guns, toy guns, or knives, because fear of injury in a school is simply unacceptable. "Zero Tolerance" also applies to drugs as covered in the student handbook. (See "Student Conduct.")

Zero tolerance applies to everyone. It does not matter if your child is in elementary school or has other special circumstances. It does not matter that the weapon was mistakenly brought to school or something the child found on the way to school. It does not matter that it was never intended to do harm. This policy is very important to your child's education. Therefore, if you suspect that your child is unable to understand this rule, then you should check his/her book bags and pockets before leaving for school.

Forest Municipal School District is proud of its students and their behavior; however, it believes that even one referral for a weapon is one too many. We know that with your help we can continue to provide an excellent and safe environment for all children in this district.

**Prevention of School Violence Act** - Copies of the Prevention of School Violence Act of 1994 are included in this handbook.

The Act provides for penalties as specified related to weapons, assaults, drugs, and other matters of particular concern to parents, students, school employees, or other persons. Parents and students are responsible for compliance with the law and for familiarizing themselves with the consequences of violation of the law.

#### **OFFICE DISCIPLINE LADDER STEPS – ADMINISTRATIVE PROCEDURES**

- Step 1
1. Letter of notice to parent/guardian and/or conference as appropriate
  2. Student conference/warning/reprimand if appropriate
  3. In-School Suspension (ISS), or detention as appropriate
- Step 2
1. Letter of notice to parent/guardian and/or conference as appropriate
  2. In-School Suspension (ISS), Alternative ISS, or detention as appropriate
- Step 3
1. Letter of notice to parent/guardian and/or conference as appropriate
  2. In-School Suspension (ISS), Alternative ISS, or detention as appropriate
  3. Suspension, one to three days
  4. Loss of all privileges during time of suspension
- Step 4
1. Parent/guardian conference with Principal
  2. Alternative ISS
  3. Suspension, three to five days
  4. Loss of all privileges during the time of suspension
- Step 5:
1. Parent/guardian conference with Principal
  2. Alternative ISS
  3. Suspension, three to nine days
  4. Referral to Discipline Committee (Committee comprised of school personnel as appropriate)
  5. Loss of all privileges during the time of suspension
- Step 6
1. Recommendation for **alternative school or expulsion**
  2. A student may be recommended for alternative school or expulsion if student's actions require the placement.
    - A. Upon return from the alternative school, students will be placed on probation for a period of eighteen weeks as an incentive to improve his/her behavior.
    - B. Upon return from an expulsion, a review of the student placement to alternative school for an academic transitional/probationary period of eighteen (18) weeks will be made by the disciplinary committee.
    - C. During the probationary period, students referred to the office for serious or repeat offenses may be reenrolled to the alternative school or recommended for expulsion.
    - D. A parent/guardian conference with the Principal may be required before a student can return to school after a suspension.
    - E. A student may enter the Discipline Ladder at any step, depending upon the nature of the offense.
    - F. A student may be moved beyond Step 4 at the discretion of the administrator.
    - G. Failure to complete the punishment as designated will result in escalation to the next step in the ladder.
    - H. Loss of privileges means that during the time stated at each step, the student cannot participate in any school functions designated as an extra activity including graduation, athletic events, assemblies, dances, extracurricular programs, field trips, school-sponsored activities, etc. unless approved otherwise by the principal.

**NOTE:** The principal or designee has discretionary authority with all student disciplinary matters as necessary.



## SEVERE OFFENSES – ADMINISTRATIVE PROCEDURES

Severe offenses shall be subject to an automatic suspension from school with a recommendation for expulsion for up to one calendar year, or alternative school placement as applicable. The principal/designee may recommend expulsion for any severe offense, if in their judgment; the circumstances are serious enough to warrant such action. **All serious offenses listed in the table below shall be reported to the District SRO Officer and/or law enforcement officials:**

SERIOUS OFFENSES	
1.	Any student in possession or use of any object that is classified as a weapon on school property shall be subject to immediate suspension with recommendation for expulsion in accordance with state law: (MS Code: 37-11-18).
2.	Any student who has in his/her possession, uses, or is under the influence of alcohol will be immediately suspended for a minimum of 3 days and a maximum of 9 days (MS Code: Sections 95-5-35; 67-1-18; 67-1-87; 97-29-47; 37-9-71).
3.	Any student in possession of a controlled substance will be immediately suspended for a minimum of 3 days and a maximum of 9 days, with recommendation for expulsion in accordance to state law (MS Code: Sec. 37-11-18; 37-9-71).
4.	Any violent act against any member of the school's faculty or staff (MS Code: 37-11-21).
5.	Harassment, intimidation, or threats to do physical bodily harm to students, staff or administration that are deemed to be extremely severe by the school's administration, i.e., verbal, physical, writings. This conduct may result in a student's suspension and/or expulsion. (MS Code: Sections 97-3-85; 97-3-87; 97-3-107).
6.	§ 97-37-21. Explosives and weapons of mass destruction; false report of placing. It shall be unlawful for any person to report to another by any means, including telephone, mail, e-mail, mobile phone, fax or any means of communication, that a bomb or other explosive or chemical, biological or other weapons of mass destruction has been, or is to be, placed or secreted in any public or private place, knowing that such report is false. Any person who shall be convicted of a violation of this section shall be fined not more than Ten Thousand Dollars (\$10,000.00) or shall be committed to the custody of the Department of Corrections for not more than ten (10) years, or both.
7.	Other offense or behavior determined by administration to be a serious disruption.

## STATUTORY OFFENSES

The following acts are forbidden and under Mississippi Code Section 37-11-29, the principal will report the incident to the police and refer the student to the superintendent:

1. Possession or use of a firearm or deadly weapon. "In accordance with Section 97-27-17 of the Mississippi Code, weapon includes any BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors, and razor blades, and any sharp-pointed or edged instrument except for those used as instructional supplies: unaltered nail files, and clips and tools used solely for food preparation, instruction, and maintenance on educational property. A firearm includes a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon; any firearm muffler or firearm silencer, and destructive device, including any explosive, incendiary, poison gas, bomb, grenade, rocket, missile, mine or other similar device; and any type of weapon; and any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled or as otherwise defined by federal law (Gun-Free Schools Act of 1994, 20 U.S.C. 3351, 18 U.S.C. 921)."
2. Possession, sale, or use of any controlled substance (e.g., narcotic drugs, marijuana, hallucinogenic substances, amphetamine-like substances, or substances used in the creation of controlled substances).
3. Assault resulting in physical injury.
4. Sexual assault or sexual intercourse.
5. Indecent liberties with a minor.
6. Any felonious act.

## CONSEQUENCES OF STATUTORY OFFENSES

Consequences include, but are not limited to, probation, assignment to alternative school, drug counseling, compulsory drug testing, and/or expulsion from school. Due process will be afforded in each instance.

## DUE PROCESS PROCEDURES

### Policy Statement:

It is the policy of the Forest Municipal School District that the Principal or other authorized administrator may suspend a student for a period of up to ten (10) days or less, and may further recommend a suspension for more than ten days or expulsion, for violation of the discipline policy as stated in the student handbook.

### Suspension and Due Process

1. When applicable, the principal may suspend a student for violation of any school rule and/or policy. Students that pose a threat to themselves, other students, employees, or visitors may be removed from any school property immediately. In some cases, the principal may recommend alternative school placement in lieu of expulsion for serious or habitual offenses.
2. **FIRST ADMINISTRATIVE LEVEL (PRINCIPAL):** Notification of student's parent/guardians may be made by phone or mail. The parent/guardian may request a formal conference with the principal concerning the suspension.
3. **SECOND ADMINISTRATIVE LEVEL (SUPERINTENDENT):** If the grievance is not resolved satisfactorily at the first administrative level (principal or director), the parent may request a conference at the second administrative level to the superintendent or designee.
4. **FINAL ADMINISTRATIVE LEVEL (SCHOOL BOARD):** If the grievance is not resolved satisfactorily at the second administrative level (superintendent or designee), the parent may request an appeal hearing before the school board. The student's parents have the right to be represented by an attorney of their choice and at their own expense. They have the right to present witnesses and evidence on behalf of their child and the right to cross examine other witnesses at the hearing. The final decision at the local level rests with the Forest Municipal School District Board of Trustees.

### Expulsion and Due Process

1. In the event that the school's disciplinary measures and corrective actions fail to rehabilitate a child, it may become necessary to recommend that the student be expelled from the Forest Municipal School District.
2. If expulsion becomes necessary, the following procedures shall be followed:
  - a. The principal shall convene a discipline committee to review the child's file and make recommendations. Under certain circumstances, an alternative placement may be considered rather than expulsion.
  - b. The principal shall notify the student's parent/guardian in writing that his/her child is being recommended for expulsion from the Forest Municipal School District. The principal shall inform the parent/guardian of their right to appeal his/her decision to the superintendent.
  - c. The principal shall notify the superintendent in writing concerning the recommended expulsion, stating all charges against the student. The principal shall include a copy of the letter sent to the parent/guardian.
  - d. If the parent/guardian is not satisfied with the decision of the principal, he/she may appeal the decision in writing to the superintendent within **five** days. The superintendent or designee will review all facts in the case and notify the parent/guardian concerning his decision.
  - e. If the parent/guardian is not satisfied with the decision of the superintendent, he/she may appeal the decision in writing to the school board within **five** days.
  - f. The student's parent/guardian will be notified of the time and place of the hearing. The parent/guardian has the right to be represented by their attorney at their own expense. They also have the right to present witnesses and evidence on behalf of their child and the right to cross examine other witnesses.
  - g. After consideration of all the facts, the school board will direct the superintendent to notify the parent/guardian in writing of their decision concerning the expulsion of their child.
  - h. The final decision at the local level rests with the school board.

**Note:** A student who has been suspended and/or expelled from a school will not be permitted to participate in or attend any school-sponsored event during the period of exclusion, nor will he/she be permitted on school grounds unless otherwise directed by the administration, i.e., including but not limited to Athletics, Band, or Choral Events, Graduation, or Awards Programs.

## **ADMINISTRATIVE DETENTION**

Students assigned to detention will spend one hour after school in an assigned room. The time a student spends in detention must be spent studying. All students must report to the detention room with books and/or study materials. Students will be given one day to make arrangements for transportation, if necessary.

### **Hawkins Middle School**

Administrative detention will be held on Tuesdays and Thursdays. If a student skips after-school detention (ASD), the ASD will automatically become a day of in-school suspension (ISS) and make up the original ASD. If a student is unable to attend because of an absence, the student will go to detention the next day that detention is held. The student will not be reminded; it is the responsibility of the student to serve his/her detention. After-school detention operates on the same guidelines as ISS. Student misbehavior in detention will result in further disciplinary action.

### **Forest High School:**

Administrative detention will be held on Monday through Thursday. Students may also be assigned Saturday detention as needed. If a student skips after-school detention (ASD), the ASD will automatically become a day of in-school suspension (ISS) and make up the original ASD. If a student is unable to attend because of an absence, the student will go to detention the next day that detention is held. The student will not be reminded; it is the responsibility of the student to serve his/her detention. After-school detention operates on the same guidelines as ISS.

If a student is late to serve the detention, he/she will not be admitted into the ASD room. The student will again be disciplined, in addition to making up the missed day. Student misbehavior in detention will result in further disciplinary action.

## **IN-SCHOOL SUSPENSION [ISS] PROCEDURES**

### **Forest Elementary School:**

1. Students will be assigned work by the teacher
2. ISS monitor will retrieve students from the homeroom classes each morning
3. Students must stay in their assigned area.
4. Students will raise their hand to speak or receive assistance.
5. Students will receive restroom breaks in the morning and afternoon.
6. Students will be given a thirty minute lunch break in the classroom.
7. Sleeping, propping or resting head on desk will not be allowed.
8. Talking and unnecessary noises will not be tolerated.
9. Only water may be consumed during ISS.
10. School rules will be enforced.
11. Students will submit completed work to the ISS monitor at the end of the day.
12. Students not completing work are subject to reassignment to ISS.
13. Signing in late or leaving early will result in a 1 additional day of ISS.
14. Violation of any ISS rule may result in additional day of ISS or OSS.

### **Consequences for Misbehavior in ISS:**

1. Warning is issued.
2. Conference is held in the office.
3. Student is removed from ISS for the remainder of the day and one (1) day of OSS is assigned. A student who is suspended will be reassigned to ISS at the discretion of the administration.

### **Forest High School and Hawkins Middle School:**

#### **In-School Suspension Guidelines:**

- Students must have all work assignments including textbooks BEFORE entering the ISS room.
- Students must report to ISS at the beginning of first period.
- Students may not leave ISS without permission.
- Students are to stay within an assigned cubicle.
- Students must raise their hand and get permission to speak to the ISS supervisor.
- Students will be given one restroom break in the morning and one in the afternoon.

- Students will be given a thirty-minute lunch period.
- Sleeping, propping or resting head, putting head down on desk, will not be allowed.
- Talking, communicating with peers, or making any unnecessary noises will not be allowed.
- Chewing gum, eating candy, etc. will not be allowed.
- No insubordination will be allowed.
- Students will adhere to the uniform dress code.
- Students will remain busy until school is dismissed.
- Students will not groom face or hair in ISS.
- All school rules will be enforced.
- Students will submit all work to the ISS monitor at the end of the day.
- Students will be held responsible for any writing or destruction of the cubicle or desk.
- Failure to report to ISS will result in an additional day of ISS.
- Signing-in late or signing-out early will equal one full (additional) day of ISS.
- If any ISS rules are violated, one additional day of ISS or OSS per infraction will result.
- Students must complete ISS assignments upon return from out of school suspension.

### **TRANSPORTATION PROCEDURES AND SCHOOL BUS RULES FOR CONDUCT**

#### **TRANSPORTATION CHANGES:**

To request a change in a student's transportation, the parent must report to the school in person and complete a transportation change form. The schools will accept a signed note from the parent that is sent to school with the student. However, for the safety of the children, the schools **WILL NOT** accept any transportation changes over the phone.

#### **SCHOOL BUS CODE OF CONDUCT FOR STUDENTS**

1. Students are expected to conduct themselves in a positive and respectful manner at all times while riding a school bus or other school owned vehicle to school or to any other school related function.
2. Students eligible for bus transportation will be required to follow all school bus rules and regulations. Each student and their parent/guardian must sign a bus agreement, indicating that they understand and accept full responsibility for following all rules and regulations, including acceptance of the consequences for any violations.
3. The parent/guardian must return the signed agreement to the principal's office within one week of school beginning. If the agreement is not returned during that time, your child's bus riding privileges will be suspended. The principal will file a copy of the completed bus agreements and fully enforce all rules and regulations throughout the school term.
4. For the safety of all students, your child must cooperate and follow the bus driver's directions at all times. Students who fail to conduct themselves properly will be suspended from the bus. Severe incidents such as fighting on the bus may result in a suspension from school as well as the bus, or other disciplinary action.
5. To insure the maximum level of safety for all students, the bus driver is responsible for maintaining student order at all times. The bus driver is fully authorized to instruct all students concerning the proper conduct and safety expectations both during the ride and while students are entering or leaving the vehicle.
6. At the beginning of each school year the homeroom teacher and/or other principal designee will read and explain all rules and regulations and the discipline policy to the students. Students who violate school bus rules will be referred in writing to their principal. The principal will discipline the student accordingly, and contact the parent/guardian as often as necessary.
7. To ensure consistency, one administrator at each school site will handle school bus discipline whenever possible. The principal or assistant principal shall be responsible for disciplining all students reported to him/her by the driver. Any questions regarding your child's bus discipline should be directed to the school's principal.
8. All district school buses are monitored by video camera. Disciplinary action may be taken against any student guilty of breaking school bus rules as evidenced from the information obtained from the surveillance tape.
9. If a student needs to ride any bus other than the assigned bus, or if a student needs to get off the bus at any place other than home or one's own school, parents must provide the school with a request in advance. The principal or principal's

designee will issue the student a bus pass to be presented to the driver who will keep it in the student's file. The bus pass must possess an E911 address.

10. Each bus driver is required to complete a school bus discipline referral form for all serious student disciplinary matters. The driver shall deliver each completed referral form to the appropriate principal. Once the principal determines the appropriate discipline action, he/she will sign and date the report. To insure that due process is applied appropriately, the principal or designee shall present the report to the child and explain the disciplinary action to be taken. Copies of the report will be routed to the principal, transportation director, and bus driver. The principal or designee will contact the parent as necessary concerning the disciplinary action, noting the date, time, and method of contact on the principal's file copy.
11. Any questions or inquiries regarding bus stops, routes, student eligibility, or other transportation matters should be directed to the FMSD Transportation Director, Mr. Vincent Jones at 601-469-3106.

#### **SCHOOL BUS RULES LIST**

The Forest Municipal School District is committed to providing safe transportation to all students residing within district boundaries. All school buses are the property of the Forest Municipal School District; therefore, the rules shall apply to all students being transported. For safety reasons, all students are expected to be courteous and conduct themselves in an orderly manner at all times so the driver's attention will not be distracted.

The Forest Municipal School District reserves the right to refuse transportation to any student found guilty of misconduct. When addressing bus policy violations, the principal/assistant principal will provide the student with due process, and may investigate and /or interview the bus driver as well as the student before determining the appropriate disciplinary action.

Students riding the bus shall observe all of the following rules:

1. Be prepared to meet the bus on time. The driver may not stop if you are not visible at the bus stop.
2. Always stand clear of the roadway and watch for oncoming traffic while waiting for the bus.
3. Be quiet when the school bus is nearing or crossing a railroad crossing or highway intersection.
4. Remain seated at all times until the bus comes to a complete stop at each destination.
5. Refrain from making excessive noises or talking too loud.
6. Refrain from throwing any object on the bus or out of bus windows.
7. Students will not hang objects outside bus windows (including hands, arms, legs, or any other body parts).
8. Obey the bus driver at all times and always provide their correct name when requested.
9. Ride only their assigned bus unless the proper bus note has been approved in advance.
10. Refrain from bringing food, drinks, and gum on the bus.
11. Refrain from using profanity or making obscene gestures, including gang signs and symbols.
12. Refrain from any acts of vandalism, i.e. mark, deface, or intentionally cause damage to the bus.  
The parent/guardian shall be responsible for all costs as a result of damages caused by their child.
13. Refrain from all forms of horseplay, intimidation, threat, assault, or fighting with school staff or students.
14. Refrain from using and/or possessing any form of tobacco, alcohol, or drugs.
15. Refrain from possessing any form of a weapon, including fireworks, on any bus or other school property.
16. Refrain from bringing any toys, electronic devices, or cell phones on any school bus.
17. Refrain from other unacceptable behavior that interferes with the safe and orderly transportation of students.

Students are subject to being monitored by video surveillance cameras during their ride. The tapes may be utilized to determine potential violations of school bus safety rules. Any actions or behaviors by a student to distract the driver or cause a safety hazard on the bus may result in a suspension from school and/or removal of bus privileges.

#### **PROCEDURES FOR SCHOOL BUS DISCIPLINE:**

**First Offense:** The principal will determine the appropriate punishment which may include warning, parent conference, student conference, and/or restrictions from the bus. A copy of the discipline form will be sent home to the parents/guardian notifying them of the incident and informing them that the student faces suspension of bus privileges upon repeat offenses.

**Second Offense:** The principal will determine the appropriate punishment which may include restrictions from the bus up to three days during which the student will lose all bus riding privileges. A copy of the discipline form will be sent home to the parents/guardian notifying them of the incident and informing them that the student faces suspension of bus privileges upon repeat offenses.

**Third Offense:** The principal will determine the appropriate punishment which may include restrictions from the bus up to five days during which the student will lose all bus riding privileges. A copy of the discipline form will be sent home to the parents/guardian notifying them of the incident and informing them that the student faces suspension of bus privileges upon repeat offenses.

**Fourth Offense:** The principal will determine the appropriate punishment which may include restrictions from the bus up to ten days during which the student will lose all bus riding privileges. A copy of the discipline form will be sent home to the parents/guardian notifying them of the incident, and to inform them that the student will face suspension of bus privileges upon repeat offenses. At the end of the bus suspension time, the parent must attend a conference with the principal regarding the child's bus discipline. **Any disciplinary action beyond the fourth offense may result in a permanent loss of bus privileges for the remainder of the year.**

**NOTE:** For certain serious offenses, i.e. fighting, drugs, weapons, etc. students may lose all bus privileges and/or be suspended or recommended for expulsion from school upon the first offense, if deemed appropriate by the principal. When a student is suspended from his/her regular bus, he/she is not allowed to ride another bus. Parents will be responsible for transporting their child to and from school.

#### **DRESS CODE COMPLIANCE POLICY**

It is the policy of the Forest Municipal School District to create and maintain an atmosphere that is safe and orderly for students to learn and teachers to teach. There appears to be a definite relationship between good dress habits, good work habits, and proper school behavior. Any type of attire which attracts undue attention to the wearer, and thus cause a disturbance in the school day is in bad taste and not acceptable. If a student dress comes into question, the appropriateness of dress will be determined by the school administration.

<b>DRESS CODE REGULATIONS</b>
<p><b>Clothing and other items that students wear to school must not disrupt the educational process nor create any form of school disturbance. In addition, but not limited to the list below, the student must follow these guidelines:</b></p> <ul style="list-style-type: none"><li>• Students will be required to wear clothing as garments are intended to be worn.</li><li>• The length of shorts, skirts and dresses must be school appropriate and non-revealing.</li><li>• Leggings/tights may be worn with shorts, skirts, or tops that are mid-thigh length or longer.</li><li>• Safe and appropriate footwear must be worn at all times.</li><li>• Appropriate undergarments must be worn and not seen.</li><li>• Pants or shorts must be worn at waistline with no exposure of undergarments.</li></ul>
<p><b>Inappropriate items include:</b></p> <ul style="list-style-type: none"><li>• Any items symbolic of gang attire.</li><li>• Clothing with logos or wording promoting/referring to alcohol, tobacco, or drugs.</li><li>• Clothing containing slogans or logos depicting vandalism, bigotry, violence, sexual connotations, suicide, fraternities, sororities, secret organizations, or those with double meaning.</li><li>• Any top that is revealing. Examples are tank tops, cut-off tops, tube tops, halter tops, racer-back tops, bathing suits, sports bras, or midriiffs, muscle shirts, low cut tops, spaghetti straps, etc.</li><li>• Spiked accessories and chains are prohibited.</li><li>• Clothing with holes, cuts, or tears revealing inappropriate areas of the body.</li><li>• Hats, caps, bandannas, do-rags, visors, sunglasses, "hoodies," or other headwear.</li><li>• Pajamas, house slippers, bathrobes, blankets, etc.</li><li>• Bodysuits and onesies are prohibited.</li></ul> <p><b>In all instances, the appropriateness or inappropriateness of school dress or appearance will be determined by school administrators, considering the style or manner in which the clothing is worn or how it fits. Students who are dressed inappropriately will be required to call a parent to bring a change of clothes that conforms to the dress code.</b></p>

### CELL PHONES/ELECTRONIC DEVICES

The usage of CELL PHONES, SMART WATCHES and EARBUDS are prohibited in any school classroom during school hours. Students may not photograph or video other students without their knowledge or consent. Consequences for violating this policy are that the item(s) will be confiscated and not returned until the end of the semester, or the parent may pay a \$25 fee then pick up the item(s) at the office the next business day.

NOTE: Fees will continue to increase by an additional \$25 per offense during the school year.

Refusal of the student to surrender the phone to the school administrative staff may result in up to a 10 day suspension. All confiscated cell phones or other electronic devices must be picked up by the parent or legal guardian at the end of the semester or forfeit the device. **The FMSD shall not be responsible for any prohibited items that are lost, stolen, or unclaimed.**

**Note:** The usage of CELL PHONES, SMART WATCHES and EARBUDS are prohibited at Forest Elementary School.

### ALCOHOL/DRUG POLICY

It is the policy of Forest Municipal School District that any student found in possession of, under the influence of, or engaged in the sale and/or distribution of drugs and/or alcohol while on school property and/or under the supervision of school personnel **shall be expelled from school or recommended to alternative school placement.** In the event a substance is unidentifiable, the testing policy under student searches will be enforced.

Students in possession of or using prescription medication(s)/drugs prescribed exclusively for them by their physician or other duly licensed medical professional or non-prescription/over-the-counter medication(s)/drugs shall be exempt from this policy provided they follow the guidelines given below. However, students are prohibited from distributing these medications to other individuals.

Students wishing to participate in any extracurricular activity or club must agree to participate in random drug and alcohol testing. The complete Forest Municipal School District Random Drug and Alcohol Testing Policy (JCDAB) is available upon request in the school administrator's office.

### HARASSMENT

Student behavior that harasses or threatens other students or school personnel will not be tolerated. This school district shall treat hazing as defined in MS Code 97-3-105 and stalking, as defined in MS Code 97-3-107, as serious offenses, subject to suspension, expulsion and criminal prosecution. **§37-11-20: Intimidation, threatening or coercion of students for purpose of interfering with attendance of classes.** It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats or by the distribution of intimidating, threatening or coercive materials, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend classes.

### BULLYING

The Forest Municipal School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. FMSD Policy JDDA-P Bullying Procedures is the complaint procedure that provides a process for filing, processing and resolving complaints. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including a review by the Board. SB 2015; §37-7-301(e)

### SEXUAL HARASSMENT

The Forest Municipal School District does not condone and will not tolerate harassing behaviors. Furthermore, the district ensures a learning environment free of any form of sexual harassment or intimidation toward students. Sexual harassment is generally defined as any repeated or unwelcome verbal or physical behavior of a sexual nature that may include requests for sexual favors by students, teachers, coaches, or other school officials in return for some benefit. Using sexual slurs, making insulting noises, performing lewd gestures, and touching individuals inappropriately may also be considered sexual harassment. It may include behavior that creates an intimidating, hostile, or offensive school environment or that interferes with the student's school performance. Sexual harassment is against the law, whether it's teacher-on-student, student-on-student, or student-on-teacher harassment. Harassment of students on the basis of sex is a violation of Federal regulations under Title IX, Section 106.31.

#### **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

A "grievance" under this procedure shall mean a complaint by persons who believe they have been treated unfairly or otherwise discriminated against in their educational program. Any student who feels he/she has been a victim of bullying or any type of harassing behavior, or has witnessed or who has reliable information that a student has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall adhere to FMSD Board Policy JDDA-P for filing, processing/investigating, and resolving the complaint. This policy and the FMSD "Bullying/Harassing Behavior Complaint Form" can be found on the district website, under Parent Information.

The following steps shall be used in processing such complaints, allegations, and/or grievances.

##### **Step 1:**

- A. Student, parent, or legal guardian may submit a completed complaint form to the principal of their child's school.
- B. School administrator or designated personnel conducts an investigation of the incident as filed by the victim.
- C. Within five (5) days of receipt of Bullying/Harassing Behavior Complaint Form, all parties are notified of findings by school administration or designated personnel.

##### **Step 2:**

- A. If the victim is not satisfied at Step 1, he/she may submit his/her appeal in writing to the Superintendent of Education and shall include copies of all correspondence from Step 1.
- B. The student filing the appeal or Superintendent may request a conference prior to the time a decision is rendered.
- C. The Superintendent shall render a decision to the aggrieved student within twenty (20) days after receipt of the appeal.

#### **STUDENT SEARCHES**

It is the policy of the Forest Municipal School District that searches of students' persons, possessions, lockers, automobiles driven to school by or for students, or desks, as well as searches by K-9, may be conducted if a district employee has prior reasonable cause, supported by articulable facts, to suspect that a student has violated or is violating a district policy, school rules, or regulations, or the law and to suspect that the search will result in discovery of evidence of such violation.

The term, "reasonable cause", refers to a flexible concept requiring the application of experiences and common sense. Determinations of whether reasonable cause to support a search exists shall be made on a case-by-case basis, with due consideration of all circumstances. Factors to be considered in making this determination include, but are not limited to, the following:

1. The reliability of the information indicating that evidence of a violation may be discovered;
2. The existence of reasonable suspicion that such evidence will be discovered;
3. The individualization of the suspicion toward the person to be the subject of the search;
4. The prevalence or seriousness of the problem to which the search is directed;
5. The details of the circumstances; and
6. In some circumstances, the student's history and record in school.

**Authority to Search**--The District grants authority to conduct searches which are pre-approved by the superintendent, principal, assistant principal, SRO, or designee. All searches must be pre-approved and no other district employee may authorize a search except where an emergency situation exists. If the destruction of evidence or use of contraband is an immediate possibility, an emergency situation exists and a search may be conducted without prior administrative approval. In such a case, an administrator must be notified immediately. However, if an emergency situation does not



exist, district employees should take steps to prevent the possible destruction of evidence or use of contraband while securing approval for a search.

**Authority to Test Substances** -- In the event that a substance is believed to be a possible band substance, it may be tested with the FMSD approved drug test kit. The District grants authority to conduct tests on unknown substances which are pre-approved by the superintendent, including the principal, assistant principal, SRO, or designee. All tests must be pre-approved and no other district employee may authorize a test except where an emergency situation exists. If the destruction of evidence or use of contraband is an immediate possibility, an emergency situation exists and a test may be conducted without prior administrative approval. In such a case, an administrator must be notified immediately. However, if an emergency situation does not exist, district employees should take steps to prevent the possible destruction of evidence or use of contraband while securing approval for a test.

**Presence of Witnesses**--At least two District employees must be present while an intrusive search, such as a "pat down" search, is conducted. If in the discretion of the administrator or employee conducting the search, the search is particularly intrusive, the person conducting the search and the witnesses, or at least one of them, should be the same sex as the student. For less intrusive searches, such as asking a student to empty his/her pockets, an employee witness must be present. No student other than the student who is the subject of an intrusive search may be present during the search.

**Scope of the Search**--The scope of the search must be reasonably related to the circumstances justifying it in the first place; in other words, the degree of intrusion must be consistent with the objective of the search. Factors to be considered in making this determination include, but are not limited to the following:

1. The student's age, maturity, and sex;
2. The nature or level of seriousness of the suspected violation; and
3. The intrusiveness of the search, e.g. a locker search is less intrusive than a book bag search; a book bag search is less intrusive than a "pat down," etc.

**Group Searches**--Caution shall be exercised when a search involving a number of students is conducted. In most instances, in order to justify a search, the District's reasonable suspicion must be particularized to a small group of students. Exceptions to this requirement are appropriate only where the intrusiveness of the search is minimal, such as canine searches of lockers, desks, emptying of pockets or book bags, etc. No reasonable suspicion, prior notice, or consent is required to conduct general canine searches.

**Limitation on Strip Searches**--The District shall not subject any student to a strip search. A "strip search" includes any search that exposes any portion of a student's torso by requiring the removal of any article of clothing, i.e. shirt, pants, dress, which is one layer above the undergarments. However, the District may require a student to remove any outer garments including but not limited to a coat, sweater, sweat shirt, shoes, or a shirt layered over another shirt. No student shall be asked to remove any article of clothing in the presence of a member of the opposite sex or of other students. In the event the District has a reasonable suspicion that a student has violated or is violating a law or presents an imminent danger and that a search beyond a "pat down" or removal of other clothing may be necessary, the District shall detain the student and notify the appropriate law enforcement officials immediately, and the parents as soon as possible thereafter.

**Automobile Searches**--Automobiles driven to school by or for students are subject to searches with notice to the student.

**Canine Searches**--The District may utilize canines to perform searches on and about the school premises, including but not limited to automobiles parked on or around school premises, lockers, desks, book bags, purses, etc. No individualized suspicion is necessary for such searches.

**Police Searches**--School officials are obligated to cooperate with law enforcement authorities who are validly carrying out their official duties. In such cases involving a student, the District shall make an immediate attempt to notify the student's parent, guardian, or custodian. The principal or principal's designee shall attend the search if conducted on or about the school premises and shall take any disciplinary action necessary as a result of the search.

Note: Students who refuse to comply with search protocol will be subject to disciplinary actions at the discretion of the administrator.

## NURSING PROCEDURES & USE OF MEDICATIONS

### Prescription and Non-Prescription/Over-the-Counter Medications/Drugs

If your child has a condition or illness that requires prescription medication to be administered while at school, the necessary form will need to be completed by a parent and/or prescribing physician and all prescriptions must be presented to the office by a parent/guardian in the original packaging from the pharmacy. These forms may be picked up in the office and must be completed before any medications will be administered. If a parent wishes for the medications to be returned home, they must be picked up by the parent. **IF YOUR CHILD USES AN INHALER FOR ASTHMA OR HAS AN EPI-PEN, PLEASE PROVIDE THE SCHOOL WITH ONE, ALONG WITH THE APPROPRIATE SIGNED CONSENT.**

A school nurse will be available at times to administer emergency care and/ or simple first aid; however, in the absence of the nurse, principals, teachers, office personnel, and other unlicensed personnel will be available to contact parent/guardians for any care needed. Over the counter medications will not be provided unless a parent provides the nurse with an order from the student's physician and delivers the medication to the school. If no physician order is provided, parents will be permitted to come to school to administer medication for their child.

## IMMUNIZATIONS AND VACCINATIONS

It is unlawful for any child to attend school without first meeting the State of Mississippi's vaccination requirements for diphtheria, whooping cough, tetanus, measles, mumps, rubella, polio, hepatitis B and varicella and completing the entire series within ninety (90) days. Every student in kindergarten through Grade 12 must present a certificate of immunization compliance from his/her doctor or from the health department. This certificate of compliance must be presented in order to attend school, even though all shot records are now up-to-date on school records.

In order to secure this certificate of compliance, it will be necessary for the student to go to the Scott County Health Department or the office of his/her family physician, taking with him/her all official shot records. Before a child can register, the CERTIFICATE OF COMPLIANCE must be presented. The validation of this certificate will become a permanent part of the student's records and will be valid through grade 12. REMEMBER: No student may register or attend school until this certificate of compliance has been received by the school. If the doctor signs the certificate indicating that other doses are necessary, the student will be given ninety (90) days to complete the required immunizations; if they are not completed at the end of ninety (90) days, the child by law must be suspended until compliance is achieved (suspension will begin immediately after the 90-day period).

### MS SCHOOL ENTRY IMMUNIZATION REQUIREMENTS 2009-2010<sup>a</sup>

The list of immunizations required is specified by the State Health Officer and is promulgated at least annually as directed by state statute. All vaccines are to be given at the appropriate age and intervals according to ACIP recommendations. The required vaccines are listed below.

Vaccine/antigen	No. of doses
Diphtheria, Tetanus, Pertussis (DTaP) <sup>b</sup>	5 <sup>c</sup>
Polio (IPV)	4 <sup>d</sup>
Hepatitis B	3
Measles, Mumps, Rubella (MMR)	2 <sup>e</sup>
Varicella (chickenpox)	2 <sup>f</sup>

a – All children entering a Mississippi school (any grade) for the first time will be required to have the above listed immunizations. (This includes Pre-K 4 – 12<sup>th</sup> grade.)

b – Children entering a Mississippi school after their 7<sup>th</sup> birthday not meeting the above DTaP requirements will need at least three (3) total doses of diphtheria/tetanus containing vaccine (Td). Tdap should be used as one of the three (3) diphtheria/tetanus containing vaccines, preferably as the first of the three (3) doses for children age ten (10) years and older.

c – If the 4<sup>th</sup> dose is received on or after the 4<sup>th</sup> birthday, a 5<sup>th</sup> dose is not

required. d – If the 3<sup>rd</sup> dose is given on or after the 4<sup>th</sup> birthday, a 4<sup>th</sup> dose is not required.

e – With documented physician’s diagnosis of previous infection with measles, mumps and rubella disease or serological confirmation of immunity to measles, mumps and rubella, the vaccine is not required.

f – Beginning 2009-2010 school year, all children entering school for the first time will be required to have two (2) doses of the varicella-containing vaccine or a history of typical varicella. If there is a history of chickenpox, the vaccine is not required.

#### **COMMUNICABLE DISEASES**

<b>Disease</b>	<b>Exclusion From School</b>
Chicken Pox	Eight (8) days after eruption appears (until rash is dry)
German Measles	Four (4) days after onset of rash; clearance by physician
Red Measles	Seven (7) to ten (10) days after onset of rash; clearance by physician
Mumps	Nine (9) days after glands swell (until swelling has subsided)
Scarlet Fever	One (1) day (with antibiotic treatment); Four (4) days (without treatment)
Pediculosis (Lice)	No live lice or nits (eggs) and documentation of proper treatment. Re-admission to classroom after re-examination and free of nits and live bugs. Students will not be transported by bus with known infestations.
Hepatitis	Clearance by physician
Conjunctivitis (pinkeye)	Until under proper treatment
Impetigo	Until under proper treatment
Ringworm	Until under proper treatment
Scabies	Until under proper treatment
Fever	Fever-free for 24 hours without fever-reducing medication prior to return to school

#### **INFESTATIONS: HEAD/BODY LICE, SCABIES, BED BUGS OR ANY OTHER INVASIVE SPECIES PERTAINING TO COMMUNICABLE DISEASES**

NOTE: The principal may require a written note from the student's family doctor or public health department for a student returning to school after having a communicable or infectious disease.

**Covid19.** If a student test positive for Covid19, Forest Municipal School District will follow the guidelines set by Mississippi Department of Health. Parents should notify the school immediately after notification of a positive result for Covid19.

#### **EMERGENCY ACTION BY SCHOOL STAFF**

School staff members faced with an emergency affecting the health and welfare of a student will exercise their best judgments as to procedures for handling the emergency, following established policy and procedural guidelines in every case insofar as possible. In the event that the parent or guardian cannot be reached, the school officials will act to safeguard the student in every reasonable way.

#### **GENERAL INFORMATION**

### **TEXTBOOKS AND OTHER SCHOOL PROPERTY**

Textbooks are bought by the school district with Educational Enhancement Funds. These are not free; therefore, students are expected to take care of all textbooks issued to them. Fines shall be assessed to students who misuse or lose any issued books. Mississippi Code, Section 37-7-301, authorizes local school boards to hold parents and legal guardians responsible for the cost of textbooks which are not returned upon the withdrawal of a child from school. Fines are assessed at the following rates:

<b>DAMAGE</b>	<b>BOOK FINE</b>
Writing/drawing/scribbling in book	\$1.00 per page
Excess wear/damage but still usable	10% of cost of the book
Cover of book damaged	25% of cost of the book
Spine damaged	25% of cost of the book
Water damaged but still usable	25% of cost of the book
Water damaged, not usable	Cost of the book
Pages missing, not usable	Cost of the book
Obscene writing or drawing on or in the book	Cost of the book
Non-returned book	Cost of the book
Reference: FMSD Policy ICFA	

### **VENDING MACHINES**

No drinks or snacks may be purchased by students 1-hour before, during, and 1-hour after school meal hours. Students are not allowed to purchase any items from vending machines in the teacher's lounge.

### **VISITORS**

ALL visitors to any school campus must report to the Principal's Office to sign in, present a picture ID, and receive an official "VISITOR'S PASS." Upon leaving the campus, visitors must return the "VISITOR'S PASS" to the office and sign out.

### **POSTERS/ANNOUNCEMENTS**

NO poster, announcement, flyer, etc. shall be displayed anywhere in any school building or other campus location unless it has been approved in advance by the principal.

### **USE OF OFFICE TELEPHONE**

The office telephone is not for student use. It may only be used in the case of an emergency.

### **STUDENT INSURANCE**

A school-day group accident insurance policy is available at the beginning of the new school year to all students at a nominal cost. Students involved in extracurricular activities such as football, baseball, basketball, band, etc. must provide proof of primary insurance coverage before they can be approved to participate.

### **LOCAL SCHOOL WELLNESS POLICY**

The Forest Municipal School district on May 8, 2006, adopted the "Local School Wellness Policy" with commitments to nutrition, physical activity, comprehensive health education, marketing, and implementation. This policy is to help combat childhood obesity and improve children's health. The Child Nutrition and WIC Reauthorization Act of 2004 (PL# 108-265) requires each local educational agency that receives funding for U. S. Department of Agriculture (USDA) Child Nutrition Programs to establish a local school wellness policy by the beginning of 2006-2007 school year. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interest of all students and staff, taking into consideration the differences in culture.

With this new requirement, the U.S. Congress recognizes that schools play a critical role in creating a healthy environment for the prevention of childhood obesity and for combating problems, like Type 2 diabetes that are associated with poor

nutrition and physical inactivity. This law places the responsibility of developing a school wellness policy at the local level, so the individual needs of each school can be addressed most effectively.

The link between nutrition, physical activity and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Well planned and effectively implemented school nutrition and fitness programs have been shown to enhance students’ overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment, since school staff can be daily role models for healthy behaviors.

As parents, please work with us in assuring that your child chooses nutritious foods at home. It is also important that children are involved in activities that promote physical well-being.

**GENERAL RULES FOR CHILD NUTRITION**

1. All costs associated with meals are as follows:

**STUDENTS:**

- BREAKFAST:.....FREE
- LUNCH:.....FREE

**ADULTS:**

- BREAKFAST:..... \$2.50
- LUNCH:..... \$4.00

2. No commercial packages are allowed in the cafeteria by students or staff. (Examples: McDonalds, Subway, etc.)
3. No canned or bottled sodas are allowed in the cafeteria by students or staff.
4. Students and adults may purchase additional food items for a nominal cost.
5. No commercial food deliveries are allowed from parents or outside vendors.
6. Students are prohibited from arriving to school after 7:50 a.m. with commercial food packages.

(Approved by Forest Municipal School Board of Education- June 19, 2006; Updated annually).

## EMERGENCY PROCEDURES - DRILLS

Because there are a number of school districts near Forest Municipal School District, parents and students need to be aware that announcements related to the dismissal or closing of the Forest Municipal Schools should not be confused with announcements related to the Scott County Schools, Leake County Schools, Newton County Schools, or Smith County Schools, which are in a separate school district. In any event of an emergency (i.e., possible school cancellation due to bad weather) parents and guardians may obtain information as available via radio at WQST 850 AM or via television at WLBT Channel 3 in Jackson, WJTV Channel 12 in Jackson, WAPT Channel 16 in Jackson, WTOK Channel 11 in Meridian and the Mississippi Department of Education website at [www.mde.k12.ms.us](http://www.mde.k12.ms.us).

If there is an emergency or weather situation which warrants it, a message will be sent to the primary telephone number you provide to the school. The information will be delivered via **School Status**, the communication system that the school district has adopted. The text message will inform you as to what measures need to be taken. The announcement/message will also be available on the district website and social media page.

### FIRE DRILL

A **verbal command** will be used to signal the Fire drill. Always follow the direction of your teacher who will direct you to the closest exit. If you are not under the supervision of a teacher, leave the building by the nearest unobstructed exit.

### TORNADO DRILL

A **verbal command** will be used to signal the Tornado drill. Please follow the direction of your teacher.

### EARTHQUAKE DRILL

A **verbal command** will be used to signal the Earthquake drill. Please follow the direction of your teacher.

### LOCK-DOWN & ACTIVE SHOOTER DRILLS

A **verbal command** will be used to signal the LOCK-DOWN or active shooter drills. Due to issues of safety and security, parents/guardians are strongly discouraged from picking up their children during an emergency alert. Parents/guardians WILL NOT be allowed to check out any student during a LOCK-DOWN or ACTIVE SHOOTER drill.

## STUDENT RIGHTS

### SECTION 504 OF THE REHABILITATION ACT OF 1973

Forest Municipal School District is in compliance with provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving federal financial assistance. For further information or to make a complaint under Section 504, you may contact ShaTerria Warren at 325 Cleveland Street, Forest MS 39074, [swarren@forest.k12.ms.us](mailto:swarren@forest.k12.ms.us), or by phone 601-469-3255.

### TITLE VII OF THE CIVIL RIGHTS ACT OF 1964

Forest Municipal School District is in compliance with Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in programs and activities that receive federal assistance. For further information or to make a complaint under Title VII, you may contact Reagan Shoemaker at 325 Cleveland Street, Forest MS 39074, [rshoemaker@forest.k12.ms.us](mailto:rshoemaker@forest.k12.ms.us), or by phone at 601-469-3250.

### TITLE IX OF 1972

Forest Municipal School District is in compliance with Title IX which states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational programs or activity receiving federal financial assistance. For further information or to make a complaint under Title IX, you may contact Reagan Shoemaker at 325 Cleveland Street, Forest MS 39074, [rshoemaker@forest.k12.ms.us](mailto:rshoemaker@forest.k12.ms.us), or by phone at 601-469-3250.

### GIFTED EDUCATION

The Gifted Education Program is offered to students who are determined Intellectually Gifted eligible grades 2 through 6.

Referrals to the Gifted Education Program may be made by completing the Gifted Referral Form located on the FMSD website. Students who satisfy the minimally acceptable criteria will be evaluated given the parent or guardian's written consent.

Each student in Grade 1 will be screened for gifted. The parent or legal guardian will be notified of the results of the screener. A parent or legal guardian may provide written notification to the school district opting out of the mandatory screening provided by the district.

#### **SPECIAL EDUCATION PROGRAMS**

The Forest Municipal School District provides programming in compliance with the Individuals with Disabilities Education Act (IDEA) to students who are eligible for special education and related services. The district undertakes to identify and locate every student who is eligible for such services and who resides within its jurisdiction. For more information on identification and services contact the Special Education Director, ShaTerria Warren, at 601-469-3250, ext 1014. The District reserves the right to minimize class size in an effort to provide the best quality education to students within our district.

#### **SPEECH-LANGUAGE SCREENER**

Each elementary student will be screened for speech, language, voice and fluency disorders before the end of Grade 1.

If a student fails the screener, the parent or legal guardian will be notified of the results of the screener.

If a student fails the screener, the school district, in its discretion, may perform a comprehensive speech-language evaluation after receiving the parent's written consent. Child Find procedures will be followed.

A parent or legal guardian may provide written notification to the school district opting out of the mandatory screening provided by the district.

#### **Child Find**

Forest Municipal School District participates in the ongoing statewide effort to identify, locate and evaluate children ages birth through 20 who reside within our school zone and may have a disability. Early identification of children in need of special education experiences is most important to each child's success.

Our Special Education program provides services to students who have been determined to have one or more disabilities. Information given by parents and agencies assist FMSD to determine present and future program needs to ensure a free appropriate public education is provided to all children with disabilities.

Family members, physicians, and educators, as well as representatives of various agencies such as the Health Department, Department of Mental Health, Head Start facilities, and day care centers may refer children.

Referrals may be made for a child residing in the Forest Municipal School District by contacting:

ShaTerria Warren  
Child Find Coordinator  
325 Cleveland Street  
Forest, MS 39074 (601)469-3250 ext. 1014 or [swarren@forest.k12.ms.us](mailto:swarren@forest.k12.ms.us)

### **INTERVENTION PROCESS - RESPONSE TO INTERVENTION – MULTI-TIERED SUPPORT SYSTEM**

Forest Municipal School District shall require an instructional model designed to meet the needs of every student as mandated by State Board Policy Part 3, Chapter 41.1, August 2016. The model shall consist of three tiers of instruction.

**Tier 1:** Quality classroom instruction based on MS Curriculum Frameworks

**Tier 2:** Focused supplemental instruction

**Tier 3:** Intensive interventions specifically designed to meet the individual needs of students

Teachers should use progress monitoring information to (a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments and large-scale assessments.

If strategies at Tiers 1 and 2 are unsuccessful, students must be referred to the Teacher Support Team. The TST is the problem-solving unit responsible for interventions developed at Tier 3. Each school must have a Teacher Support Team (TST) implemented in accordance with the process developed by the Mississippi Department of Education. The chairperson of the TST shall be the school principal as the school's instructional leader or the principal's designee. The designee may not be an individual whose primary responsibility is special education. Interventions will be:

- designed to address the deficit areas;
- research based;
- implemented as designed by the TST;
- supported by data regarding the effectiveness of interventions.

After a referral is made, the TST must develop and begin implementation of an intervention(s) within two weeks. No later than eight weeks after implementation of the intervention(s) the TST must conduct a documented review of the interventions to determine success of the intervention. No later than 16 weeks after implementation of the intervention(s), a second review must be conducted to determine whether the intervention is successful. If the intervention(s) is determined to be unsuccessful, then the student will be referred for a comprehensive assessment.

In addition to failure to make adequate progress following Tiers 1 and 2, students will be referred to the TST for interventions as specified in guidelines developed by MDE if any of the following events occur.

- A. Grades 1-3: A student has failed one (1) grade;
  - B. Grades 4-12: A student has failed two (2) grades;
  - C. A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) days in the current school year; OR
  - D. A student scores at the Minimal level on any part of the Grade 3 or Grade 7 Mississippi Curriculum Test.
- Referrals to the Teacher Support Team must be made within the first twenty (20) school days of a school year if the student meets any of the criteria A-D stated above.

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School



decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 2020

## ASBESTOS HAZARD EMERGENCY RESPONSE ACT COMPLIANCE NOTIFICATION

### FOREST MUNICIPAL SCHOOL DISTRICT

♦ 325 Cleveland Street ♦ Forest, Mississippi 39074 ♦  
♦ Office: (601) 469-3250 ♦ FAX: 601-469-3101 ♦

Teachers/Staff/Parents:

In accordance with AHERA regulations, school districts are required to perform several activities with regards to Asbestos in schools. These activities include an initial asbestos inspection and development of a Management Plan. The Management Plan addresses how identified asbestos containing materials (ACM) will be handled (abated or managed in place).

As part of the Management Plan, schools are also required to provide this notification to all parents, teachers, and employees of our ongoing management of ACM. The Asbestos Hazard Emergency Response Act of 1987 required all public and private schools to conduct inspections for friable and non-friable asbestos building materials. In addition, this law required each school to develop asbestos management plans that address asbestos hazards in school buildings, implement response actions in a timely fashion and report results of the assessment studies to school employees and parent/teacher organizations.

A copy of the inspection and management plan and all supplementary information is available for inspection at each school, and in the Forest Municipal School District central office located at 325 Cleveland Street, Forest, Mississippi. These documents are available for review at any time. For further information, interested persons should call 601-469-3250.

## **STUDENT INTERNET/NETWORK ACCEPTABLE USE POLICY (AUP)**

Forest Municipal School District (FMSD) is pleased to offer to its students, faculty, and staff access to the FMSD network in accordance with the terms and conditions of this policy. The FMSD network provides access to district resources as well as the Internet. This computer technology will help propel our schools through the communication age by allowing students and staff to access and to use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

### **Overview**

In order to qualify for federal and state funds such as E-Rate discounts and Title III Part A of the Elementary and Secondary Education Act, the FMSD must be in compliance with the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA).

### **COPPA**

The Children's Online Privacy Protection Act, effective April 21, 2000, applies to the online collection of personal information from children under thirteen years of age. The rules spell out what a Web site operator must include in a privacy policy, when and how to seek verifiable consent from a parent, and what responsibilities an operator has to protect children's privacy and safety online.

- Users will not disclose, use, disseminate or divulge personal and or private information about himself/herself, minors or any other persons including personal identification information. Personal identification information includes (but is not limited to) addresses, phone numbers, school address, work address, etc.
- The District will not disclose personal information about students on websites – such as their full name, home or e-mail address, telephone number, and social security number.
- Users will not agree to meet with someone they have met online.
- Users will immediately report to District personnel any attempt by other Internet users to engage in inappropriate conversations or personal contact.

### **CIPA**

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress in December 2000 to address concerns about access in schools and libraries to the Internet and other information. Among many other things, it calls for schools and libraries to have in place appropriate electronic filters to prevent children from accessing and viewing inappropriate Internet content. For any school or library that receives discounts for Internet access or for internal connections, CIPA imposes certain requirements. FMSD receives discounts for Internet Access through the E-Rate program and therefore, must be in compliance with the CIPA.

The Internet safety policies required by CIPA must include a technology protection measure for blocking access to "visual depictions" of obscene material, child pornography, and material that is "harmful to minors" when minors are accessing the computer. CIPA also requires that the Internet safety policy include monitoring of all online activities of minors. Additionally, the policy must address all of the following: (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called "hacking", and other unlawful activities by minors online, (d) unauthorized disclosure, use, and discrimination of personal information regarding minors; and (e) measures designed to restrict minors' access to materials harmful to minors.

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a "good faith effort" to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA. These guidelines are provided so that you, the user and/or parent of the user are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a FMSD user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

## **Network Terms and Conditions of Use**

The network is provided for educational purposes. Access to network services is given to those who agree to act in accordance with this policy. Signed parent permission for students to use the Internet is required annually. All students from the sixth grade up, faculty, and all staff using the district's network must sign a written contract annually as well. The contract that pledges compliance with this Acceptable Use Policy is a legally binding document.

Access to the network, including the Internet, is a privilege, not a right. Non-compliance with these regulations will result in disciplinary and/or legal actions taken by FMSD authorities if deemed necessary. These include but are not limited to the following:

### **Personal Guidelines and Network Safety**

1. Be polite and use appropriate language.
2. Assume that email and Internet access is not secure or confidential. Never send anything that you would not want viewed by others.
3. Do not disclose, use, discriminate or divulge personal and/or private information about yourself, minors or any others including personal identification such as, but not limited to, credit card information, social security numbers, telephone numbers, addresses, etc.
4. Immediately report to FMSD authorities any attempt by other Internet users to engage in inappropriate conversations or personal conduct.
5. There is to be absolutely no expectation of privacy on the FMSD network. Activities at any workstation or transmission and receipt of data can be monitored at any time- both electronically or by staff observation. This includes transmission and receipt of email, email attachments, Web browsing, and any other use of the network.

### **Illegal Activity**

1. User agrees not to access, transmit or retransmit any materials(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or FMSD laws, policies or regulations.
2. User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is deemed inappropriate to minors.
3. User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
4. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
5. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
6. User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
7. User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.
8. Users shall not make deliberate attempts to disrupt the District system performance or destroy data by spreading technology viruses or by any other means. Vandalism will result in the cancellation of user privileges, disciplinary action, and/or financial restitution paid by the user and/or parent according to Miss. Code Ann. §37-11-53. Vandalism also includes any malicious attempt to harm or destroy equipment, materials, or data of the District or any user.
9. User shall not use the District system for any illegal activity including, but not limited to, unauthorized access including hacking. This includes attempting to gain unauthorized access to the District system or to any District technology, and attempting to log in through another user's account or access another user's files/data.

### **Inappropriate Language/Harassment (Cyberbullying)**

Restrictions against inappropriate language apply to all electronic access such as, but not limited to, public messages, private messages, and material posted in the Internet.

Users shall not engage in personal attacks, including prejudicial or discriminatory attacks.

Users shall not access, transmit, or retransmit information that harasses, bullies (cyberbullies) another person. Harassment is persistently acting in a manner that distresses or annoys another person.

Users shall not knowingly or recklessly post false or defamatory information about a person or organization. Users shall not repost a message that was sent to them privately without the permission of the sender.

Users shall not post private information about another person.

### **System Resource Limits**

1. User shall only use the FMSD system for educational and career development activities and limited, high quality self-discovery activities as approved by FMSD faculty for a limited amount of time per week.
2. User agrees not to download files or install any software on the equipment of the FMSD network. If software, with a valid license agreement, needs to be installed a request should be submitted to the Technology Department.
3. User agrees not to post e-mail chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to multiple recipients).
4. User agrees to immediately notify the appropriate school authority should user access inappropriate information. This will assist protecting user against a claim of intentional violation of this policy.
5. User agrees not to make any changes to the setup of FMSD equipment without permission from the Technology Department.

### **User Rights**

Prohibited user activities include, but are not limited to, the following:

1. The Internet is considered a limited forum, similar to a school newspaper, and therefore FMSD may restrict user's right to free speech for valid educational reasons. FMSD will not restrict user's right to free speech on the basis of disagreement with the opinions expressed by user.
2. User shall use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. Any attempts to bypass content filtering, such as the use of proxy sites or software, are subject to administrative discipline measures.
3. User should not expect files stored on school-based computers to remain private. Authorized staff will periodically inspect folders and logs of network usage will be kept at all times. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of user's files.
4. FMSD will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's network access, including local files, Internet access and E-mail.
5. Users may not advertise or sell materials using the FMSD network. This includes the use of eBay.
6. The use of the FMSD computer network is a privilege, not a right. The network is provided for academic use only and is not for entertainment or other activities outside the curriculum for students or beyond the boundaries of the jobs of the faculty, staff and administration.

Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.

### **Consequences for Failure to Follow Terms and Conditions of Network Acceptable Use Policy for Students**

The purpose of the FMSD AUP is to protect our students, teachers, staff and network. There will be consequences for any user who fails to follow the FMSD AUP and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, written reprimand, dismissal or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of FMSD, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution. When using the FMSD system, it may seem as though these policies could be easily broken and that the user would not get caught. This is not true. Internet activity is automatically logged on each and every computer. Additional electronic footprints are left behind on every computer each time it is used; therefore the potential for apprehension always exists.

By signing this document, I agree to the following:

- I have read and understand the Acceptable Use Policy as set forth by FMSD.
- I understand that I have no expectation of privacy when using district equipment or network for any purpose.
- I understand that Internet access is for educational purposes only and that all web access is tracked and monitored. The use of the Internet is a privilege, not a right. I understand that violation of this policy will cause me to lose this privilege.
- I understand that attempting to compromise the district network in any way, including by passing the web content filter, is a direct violation of this policy.
- I understand that software cannot be downloaded or otherwise installed on the FMSD network without a valid license agreement and approval from the Technology Department.
- I understand that abusive messages or bullying of others using the FMSD network is not allowed.

Your signature(s) on the handbook student parent agreement form (page 49) pertaining to this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance. A parent/guardian must sign this agreement giving their minor age child permission to access the district computer network.

# Mississippi Diploma Options

**Begins with incoming freshmen of 2018-2019**

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

## TRADITIONAL DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>English I</li> <li>English II</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Algebra I</li> </ul>
Science	3	<ul style="list-style-type: none"> <li>Biology I</li> </ul>
Social Studies	3½	<ul style="list-style-type: none"> <li>1 World History</li> <li>1 U.S. History</li> <li>½ U.S. Government</li> <li>½ Economics</li> <li>½ Mississippi Studies</li> </ul>
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none"> <li>Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.</li> </ul>
Technology or Computer Science	1	
Additional Electives	5 ½	
<b>Total Units Required</b>	<b>24</b>	

### Requirements

- Student should identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.
- For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following:
  - Have a 2.5 GPA
  - Passed or met all MAAP assessments requirements for graduation
  - On track to meet diploma requirements
  - Concurrently enrolled in Essentials for College Math or Essentials for College Literacy

### Recommendations

- For early graduation, a student should successfully complete an area of endorsement.
- A student should take a math or math equivalent course the senior year.

## ALTERNATE DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> <li>Alternate English Elements I-IV</li> </ul>
Mathematics	4	<ul style="list-style-type: none"> <li>Alternate Math Elements I-III</li> <li>Alternate Algebra Elements</li> </ul>
Science	2	<ul style="list-style-type: none"> <li>Alternate Biology Elements</li> <li>Alternate Science Elements II</li> </ul>
Social Studies	2	<ul style="list-style-type: none"> <li>Alternate History Elements (Strands: U.S. History and World History)</li> <li>Alternate Social Studies Elements (Strands: Economics and U.S. Government)</li> </ul>
Physical Education	½	
Health	½	<ul style="list-style-type: none"> <li>Alternate Health Elements</li> </ul>
Arts	1	
Career Readiness	4	<ul style="list-style-type: none"> <li>Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)</li> </ul>
Life Skills Development	4	<ul style="list-style-type: none"> <li>Life Skills Development I-IV (Strands: Technology, Systems, Personal Care, and Social)</li> </ul>
Additional Electives	2	
<b>Total Units Required</b>	<b>24</b>	

### Requirements

- The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high school diploma.
- All students are required to participate in the Mississippi Assessment Program-Alternate Assessment (MAAP-A) with a score TBD.
- Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma.

## Traditional Diploma Endorsement Options

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

### CAREER AND TECHNICAL ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I
Science	3	• Biology I
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
CTE Electives	4	• Must complete a four-course sequential program of study
Additional Electives	3 ½	
<b>Total Units Required</b>	<b>26</b>	

#### Additional Requirements

- Earn an overall GPA of 2.5.
- Earn Silver level on ACT WorkKeys.
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One CTE dual credit or earn articulated credit in the high school CTE course
  - Work-Based Learning experience or Career Pathway Experience
  - Earn a State Board of Education-approved national credential

### ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	3	• Biology I + two (2) additional science courses above Biology I
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	7 ½	• Must meet 2 advanced electives of the CPC requirements for MS IHLs
<b>Total Units Required</b>	<b>26</b>	

#### Additional Requirements

- Earn an overall GPA of 2.5.
- Courses must meet Mississippi IHL college preparatory curriculum (CPC).
- Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math as approved by postsecondary for non-remediation at most community colleges and IHL college-ready courses in senior year, or the SAT equivalency subscore).
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One AP course with a C or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a C or higher and take the appropriate IB exams
  - One academic dual credit course with a C or higher in the course

### DISTINGUISHED ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	4	• Biology I + two (2) additional science courses above Biology I
Social Studies	4	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Arts	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	8	• Must meet 2 advanced electives of the CPC requirements for MS IHLs
<b>Total Units Required</b>	<b>28</b>	

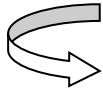
#### Additional Requirements

- Earn an overall GPA of 3.0.
- Courses must meet Mississippi IHL college preparatory curriculum (CPC).
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency subscore.
- Earn four additional Carnegie Units for a total of 28.
- Must successfully complete one of the following:
  - One AP course with a B or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a B or higher and take the appropriate IB exams
  - One academic dual credit course with a B or higher in the course





# FOREST MUNICIPAL SCHOOL DISTRICT



## Student / Parent Agreement Form

THIS AGREEMENT FORM MUST BE SIGNED AND RETURNED TO YOUR CHILD'S SCHOOL PRINCIPAL

### Student Information (Please Print)

Student's Name: \_\_\_\_\_ School: FES \_\_\_\_\_ HMS \_\_\_\_\_ FHS \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address (No P.O Boxes) City State Zip code

Telephone: \_\_\_\_\_  
Home Cellular or other emergency contact telephone number

### Student Handbook Agreement

My signature below indicates that I acknowledge and understand that the 2025-2026 Forest Municipal School District Student Handbook is accessible on the district webpage at [www.forest.k12.ms.us](http://www.forest.k12.ms.us). I agree that it is my responsibility to read and familiarize myself with the information contained in this handbook; and agree to follow all policies and procedures outlined in the book, as well as follow all Forest Municipal School District approved policies [posted on the district website]. A paper version of the handbook may be requested from the office of your child's school.

\_\_\_\_\_  
Student Signature Date  
\_\_\_\_\_  
Parent Signature Date

### Permission to Photograph Student

My child's photo may be used in school related venues, such as: yearbooks, website, newspaper articles, etc.

\_\_\_\_\_ YES \_\_\_\_\_ NO (Parent/Guardian to initial next to choice)

### Student Internet/Network Acceptable Use Policy Agreement

The parent/guardian must sign this agreement giving their child permission to access the district computer network. Your signature below indicates that I have read the Internet/Network Acceptable Use Policy. I agree to follow all the rules contained in the policy in exchange for the right/privilege to access the district network. If I fail to follow the policy, I understand that my access to the network will be terminated permanently. As a user of the Forest Municipal School District's computer network, I hereby agree to comply with all policy rules and all relevant laws and restrictions while communicating over the network.

\_\_\_\_\_  
Student Signature Date  
\_\_\_\_\_  
Parent Signature Date

**FAILURE TO RETURN THIS AGREEMENT FORM WILL NOT RELIEVE A STUDENT FROM RESPONSIBILITY FOR KNOWLEDGE OR NON-COMPLIANCE OF THE CONTENTS OF THIS HANDBOOK.**

