

*Forest Municipal School District  
Student Handbook*

*2016-2017*



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

**Forest Municipal School District School Board approved on May 9, 2016**

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

*The mission of the Forest Municipal School District is to provide all students a quality education that develops the whole child to his or her greatest potential.*

***QUALITY EDUCATION FOR EVERY STUDENT***

## **NON-DISCRIMINATION POLICY**

The Forest Municipal School District does not discriminate on the basis of race, sex, color, religion, national origin, age, or disability in the provision of educational programs and services or employment opportunities and benefits.

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

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

## TABLE OF CONTENTS

<b>WELCOME</b>	4
<b>BOARD OF TRUSTEES, ADMINISTRATION &amp; STAFF</b>	5
<b>SCHOOLS, ADMINISTRATION, CONTACT INFORMATION</b>	5
<b>DISTRICT CALENDAR</b>	6
<b>BELL SCHEDULES – INDIVIDUAL SCHOOLS</b>	7
<b>ADMISSIONS</b>	8
• Compulsory-School-Age Child	8
• Admission Procedures	8
• Pre-K, K, or 1st Grade Student Enrollment	8
• English Language Learners [ELL] - Enrollment	8
• Non-Accredited Home-School Students - Enrollment	8
• Expelled Students - Enrollment	9
• Verification of Student Residence	9
• Change of Address or Phone Number	9
• Out of District Students	9
<b>ATTENDANCE POLICY</b>	10
• Attendance Incentive	11
• Admittance to Class	11
• Make-up Work	11
• Tardiness	11
• Checking out Before Dismissal	12
• Withdrawal from School/Transfer of Records	12
<b>ACADEMIC ISSUES</b>	12
• Registration/Course Selection/Schedule Changes	12
• Grading System	12
• Tests and Daily Grades	12
• Calculating the Nine Week's Average	12
• Honor Roll	12
• Exemptions	13
• Accelerated Classes	13
• Dual Enrollment	14
• Correspondence/Online Courses & Summer School	14
<b>PROMOTION RETENTION POLICY</b>	15
• Promotion Requirements for Grades Pre-K - 4	15
• Promotion Requirements for Grades 5-8	15
• Classification of Students for Grades 9-12	15
• Graduation Requirements	16
• Class Ranking Policy	16
• Graduating with Honors	16
• Graduation Options for Special Education Students	16
• College Day	17

<b>BEHAVIOR/CONDUCT/DISCIPLINE</b>	17
• Positive Behavioral Interventions & Supports [PBIS]	17
• Code of Conduct, Discipline Ladder & Due Process	18
• Administrative Detention	23
• In School Suspension [ISS] Procedures	23
• Corporal Punishment	24
• School Bus Rules and Discipline Procedures	24
• Uniform Dress Code Compliance Policy	26
• Cell Phones/Electronic Devices	28
• Alcohol/Drug Policy	28
• Nursing Procedures & Use of Medications	28
• Harassment	29
• Bullying	29
• Sexual Harassment	29
• Student Complaint/Grievance Procedure	30
• Student Searches	30
<b>GENERAL INFORMATION</b>	32
• Textbooks and Other School Property	32
• Vending Machines	32
• Visitors	32
• Posters/Announcements	32
• Use of Office Telephone	32
• Student Insurance	32
• Local School Wellness Policy	33
• General Rules for Child Nutrition	33
<b>EMERGENCY PROCEDURES</b>	34
• Fire Drill	34
• Tornado Drill	34
• Earthquake Drill	34
• Lockdown Drill	34
<b>STUDENT RIGHTS</b>	34
• Section 504 of the Rehabilitation Act of 1973	34
• Title VI of the Civil Rights Act of 1964	34
• Title IX of 1972	34
• Gifted Education	34
• Special Education Programs	35
• Speech-Language Screening ; Intervention Process - RTI	35
• FERPA	36
• AHERA Notification	37
<b>STUDENT INTERNET/NETWORK ACCEPTABLE USE POLICY</b> (Form on page 41 must be signed by student and parent)	38
<b>STUDENT/PARENT HANDBOOK AGREEMENT FORM</b> (Form must be signed by student and parent)	41

**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.*

# FOREST MUNICIPAL SCHOOL DISTRICT

## BOARD OF TRUSTEES

Trey Rogers, President  
 Louvene Robinson, Vice President  
 Tommy Joiner, Secretary  
 Charles Longmire, Member  
 Mattye Evans, Member

<b>DISTRICT ADMINISTRATION AND STAFF</b>		
Dr. Joseph White	Superintendent	
Tammy Bell	Curriculum/Federal Programs Director	
Phylis Campbell	Special Education Director	
Phatosha Derrick	Receptionist/Fixed Asset & Transportation Clerk	
Jeff Jones	Business Administrator	
Tim Ringo	Technology Coordinator	
Armer Moore	Child Nutrition Director	
Marcine Freeman	MSIS/SAM Coordinator	
Vivian McGee	Executive Secretary: Superintendent & Board	
Pam Torrence	Payroll	
Amy McDill	Accounts Payable	
Willie Ealy	Special Education Secretary	
Shelly Beckham	Psychometrist/Special Services Assistant	
Latoya McClendon	Child Nutrition Secretary	
Barah Jennings	Maintenance Supervisor	
Vincent Jones	Transportation Supervisor	
<b>SCHOOLS, ADMINISTRATION, AND CONTACT INFORMATION</b>		
<b>Forest Elementary School</b> 513 Cleveland Street Forest, MS 39074 601-469-3073 X 4 (Office) 601-469-8252 (Fax)	Stacy Crosby Tonya Davis 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)	Nick Hillman Larry Mullins Reagan Shoemaker	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)	Kim Shoemaker Allan Atkison Tracy Price Kery Kenna	Principal Assistant Principal Counselor Graduation Coach

## DISTRICT CALENDAR

# FOREST MUNICIPAL SCHOOL DISTRICT

### 2016-2017 District Calendar

Board Approved: February 8, 2016

<b>July 26-27</b>	<b>Registration (All Schools Register at FHS Campus)..... [2 days]</b>
<b>August 1-5</b>	<b>Professional Development and New Teacher Induction..... [5 days]</b>
<b>August 5</b>	<b>Open House, 8:00 a.m. – 4:00 p.m.</b>
<b>August 8</b>	<b>First Student Day</b>
<b>September 5</b>	<b>Labor Day Holiday</b>
<b>September 8</b>	<b>Progress Report #1 Issued</b>
<b>October 10-12</b>	<b>First Nine Weeks Exams</b>
<b>October 13-14</b>	<b>Fall Break</b>
<b>October 20</b>	<b>Report Cards Issued (Open House, 3:00-6:00)</b>
<b>November 10</b>	<b>Progress Report #2 Issued</b>
<b>November 21-25</b>	<b>Thanksgiving Holidays</b>
<b>December 19-21</b>	<b>Second Nine Weeks Exams</b>
<b>December 21</b>	<b>60% Day for Students</b>
<b>December 22</b>	<b>Christmas Holidays Begin</b>
<b>January 6</b>	<b>Second Semester Begins/Professional Development..... [1 day]</b>
<b>January 9</b>	<b>Students Return</b>
<b>January 12</b>	<b>Report Cards Issued (Open House, 3:00-6:00)</b>
<b>January 16</b>	<b>Dr. Martin Luther King, Jr. Holiday</b>
<b>February 2</b>	<b>Progress Report #3 Issued</b>
<b>February 20</b>	<b>Weather make-up day (President’s Day Holiday)</b>
<b>March 8-10</b>	<b>Third Nine Weeks Exams</b>
<b>March 13-17</b>	<b>Spring Break</b>
<b>March 23</b>	<b>Report Cards Issued (Open House, 3:00-6:00)</b>
<b>April 14</b>	<b>Good Friday</b>
<b>April 17</b>	<b>Easter Holiday/ Weather Make-Up Day</b>
<b>April 20</b>	<b>Progress Reports #4 Issued</b>
<b>May 23-25</b>	<b>Fourth Nine Weeks Exams</b>
<b>May 25</b>	<b>Last Student Day (60% Day for Students)</b>
<b>May 25</b>	<b>Graduation (Scott County Coliseum)</b>
<b>May 26</b>	<b>Teacher Workday.....[1 day]</b>
<b>May 29</b>	<b>Memorial Day Holiday</b>

**NOTE:** No activities shall be scheduled after school on report card pickup days. (October 20, January 12, & March 23)

**NOTE:** No activities shall be scheduled on the night before 9-week exams or state tests.

	1 <sup>st</sup> 9 wks	2 <sup>nd</sup> 9 wks	1 <sup>st</sup> Sem	3 <sup>rd</sup> 9 wks	4 <sup>th</sup> 9 wks	2 <sup>nd</sup> Sem	Year
<b>Student</b>	47	43	90	43	47	90	180
<b>Teacher</b>	52	43	95	44	48	92	187

## BELL SCHEDULES

### FOREST ELEMENTARY SCHOOL BELL SCHEDULE

School Begins	7:50
School Dismissal	3:05
<p><b>NOTE:</b> Students should not arrive on campus before 7:20 A.M., since no supervision is provided before that time.</p>	

### HAWKINS MIDDLE SCHOOL BELL SCHEDULE

Enter the Building	7:20
1 <sup>st</sup> Period	7:45-8:39
2 <sup>nd</sup> Period	8:43-9:35
3 <sup>rd</sup> Period	9:39-10:31
4 <sup>th</sup> Period	10:35-11:27
5 <sup>th</sup> Period	11:31-12:52
6 <sup>th</sup> Period	12:56-1:48
7 <sup>th</sup> Period	1:52-2:45

### FOREST HIGH SCHOOL BELL SCHEDULE

Regular Schedule	Activity Schedule	Vo-Tech Schedule
Building Opens----- 7:45	Building Opens----- 7:45	1 <sup>st</sup> Period Tardy Bell -----8:10
1st Period ----- 7:50 - 9:01	1st Period ----- 7:50 to 9:01	1 <sup>st</sup> Period -----8:10 – 9:50
Class Change----- 9:01 - 9:05	2nd Period----- 9:05 to 9:56	*Leave FHS 8:10
2nd Period----- 9:05 - 9:56	3rd Period ----- 10:00 to 10:51	*Return at 9:50
Class Change----- 9:56 – 10:00	4th Period ----- 10:55 to 11:46	
3rd Period ----- 10:00 – 10:51	5th Period ----- 11:50 to 1:16	2 <sup>nd</sup> Period Tardy Bell-----10:00
Class Change----- 10:51 – 10:55	6th Period ----- 1:20 to 2:11	2 <sup>nd</sup> Period -----10:00 – 11:35
4th Period ----- 10:55 - 11:46	7th Period ----- 2:15 to 2:50	*Leave FHS 9:56
Class Change----- 11:46 – 11:50	Pep Rally ----- 2:50 to 3:15	*Return at 11:40
5th Period ----- 11:50 – 1:16		
Lunch----- 11:50 – 1:16		3 <sup>rd</sup> Period Tardy Bell-----12:15
Class Change----- 1:16 – 1:20		3 <sup>rd</sup> Period -----12:15 – 1:55
6th Period ----- 1:20 - 2:11		*Leave FHS 12:10
Class Change----- 2:11 – 2:15		*Return at 2:05
7th Period ----- 2:15 - 3:15		

## **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.

### **PRE-KINDERGARTEN, KINDERGARTEN, OR FIRST GRADE STUDENT ENROLLMENT**

A child must have reached the age of four (4) on or before September 1 of the year of enrollment in order to enroll in the district's pre-kindergarten program [CFPA FY13] plus the student must meet the following criteria: free/reduced lunch eligibility and test at a specific level on the Battelle Developmental Inventory [BDI]. If over 40 students are registered, the students' Battelle scores will be ranked and the lowest scoring forty (40) students will be selected. Children living within the FMSD boundaries will receive priority placement in all classes.

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 LANGUAGE LEARNERS [ELL] - ENROLLMENT**

When a child is determined to be an English Language 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 District from a non-accredited school or home schooling must be given appropriate placement tests as determined by school officials.



### **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. Driver's license, State of Mississippi official ID card, or Consular ID card
- h. Voter precinct identification
- i. Automobile registration
- 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).

### **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.

### **OUT OF DISTRICT STUDENTS**

Effective as of February 10, 2014, all new transfers into the district have been discontinued. All current out-of-district transfers and younger siblings will be "grandfathered" in if they wish to continue their attendance in the FMSD district. The FMSD reserves the right to deny or continue the enrollment of any non-resident student. No out-of-district students will be accepted for the Pre-K program. 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. STAR Reading and STAR Math 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, or ten (10) absences in a semester course, credit will not be awarded for the course regardless of the grade average achieved. A student who exceeds the twenty (20) absences in a yearly course or ten (10) absences in a semester course 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 to meet with the attendance committee by submitting a written letter to the principal's office prior to the end of each semester.

**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:

- Authorized school activity with the prior approval
- Illness or injury
- Isolation of the student by health officials
- Death or serious injury of an immediate family member [Immediate family members include children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters]
- Medical or dental appointment (refers to student or his/her child)
- Direct involvement in court proceedings if the child is a party to the action
- Observance of a religious event, with prior approval from school principal
- Educational opportunities such as travel including vacations or other family travel with the prior approval of the principal
- Other activities as determined by the principal

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 must be submitted within **two (2) school days** of the student's return to school. The excuse must include the date that the note was written, the student's name, the date of the absence, the reason for the absence, and the parent's or physician's signature. If the note does not include all required information, the absence will be recorded as unexcused. All absences will be unexcused if a written note is not presented within **two (2) school days** of the student's return to school. 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.

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. Students may not participate in after school extra-curricular activities or related practices if they were counted absent from school on that day. Any student 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 school work. Certainly, repeated tardiness and absence frequently causes students to make low grades and often to fail. **IT IS, THEREFORE, IMPORTANT THAT YOU BE PRESENT AT SCHOOL EVERY DAY THAT SCHOOL IS IN SESSION.**

### 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 must 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. Any student failing to get an admittance slip before going to class may be issued a tardy.

### MAKE-UP WORK

All work missed as a result of an absence must be completed within one week of the student's return to class. Students assigned to ISS will receive work assignments based on the classroom teacher's lesson plans for that day. Students in ISS may be asked to assist school personnel in campus beautification projects, such as sweeping rooms or picking up paper.

**NOTE:** All students WILL BE REQUIRED to make up all work, including daily assignments and tests missed during any absence or suspension. Teachers will closely monitor this process and amend grades as assignments are completed.

### 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.

#### **Hawkins Middle School - Consequences for Tardiness:**

**To School:** Tardiness for school carries the same consequences as tardiness for class. A tardy slip must be secured from the Principal's Office before a student can be admitted to class.

**To Class:** In order for a tardy to be excused, the student must have upon arriving to class a note from the teacher who detained him/her or from the Principal's Office. All tardies to class are un-excused, unless a student is detained by his/her teacher or the office. **If a student misses more than 37% of a class, he/she will be considered as absent from that class.**

Consequences for being tardy to class will be as follows, per semester:

- 5 - 6<sup>th</sup> Tardy – Corporal punishment or activity detention
- 7<sup>th</sup> Tardy – 1 Day of ISS
- 8<sup>th</sup> and all subsequent tardies - ISS or OSS at the discretion of the administrator; and parent conference

#### **Forest High School - Consequences for Tardiness**

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 - The student will receive one after school detention
- 4<sup>th</sup> Tardy - 1 Day ISS or corporal punishment
- 5<sup>th</sup> Tardy - 2 Days ISS or 1 Day ISS & corporal punishment
- 6<sup>th</sup> Tardy - 3 Days ISS or 2 Days ISS & corporal punishment
- 7<sup>th</sup> Tardy - 1 Day OSS
- 8<sup>th</sup> Tardy or More - ISS or OSS at the 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 school office. Students shall not leave campus before final dismissal unless he/she has gained permission by the principal or his/her designee.

Students must be personally "signed out" in the office by their parent(s)/guardian upon presentation of a picture 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 will not be allowed to check out of school after 2:30 p.m. unless it is an emergency.

### WITHDRAWAL FROM SCHOOL / TRANSFER OF RECORDS

When a student finds it necessary to discontinue his/her studies, he/she should report to the office/counselor and complete a withdrawal form. A parent/guardian must accompany the student to withdraw from school. No records will be forwarded to the new school until a student goes through proper withdrawal procedures and all textbooks and library books are returned, and all fines are cleared. Regarding the transfer of student records, each school will forward educational records to another school on request. This 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:

A = 100-90	B = 89 - 80	C = 79- 70	D = 69 - 60	F = 59 - 0
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- Pre-kindergarten and kindergarten uses a different report card and grading system.
- Special education students may be graded in accordance with their I.E.P.

### 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.

### CALCULATING THE NINE WEEK'S AVERAGE

**Forest Elementary School:** The nine weeks grade will consist of the average of daily grades at 60% and weekly /unit /chapter tests at 40%. All grades will be recorded numerically. The semester grade will be the average of the two nine week's grades. The two semester grades will be averaged to determine the year's average.

**Hawkins Middle School and Forest High School:** The nine week's grade will consist of the average of home and classwork at 25%, weekly tests at 50%, and the nine weeks tests at 25%. All grades will be recorded numerically. The semester grade will be the average of the two nine week's grades. The two semester grades will be averaged to determine the year's average.

### 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 80-100. 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 from exams do not excuse students from school attendance on exam days. Students who are exempt SHALL NOT be required to take the exams if they are in attendance.

**Hawkins Middle School:**

All students are required to take the end of course examinations except students who earn exemptions. A student's conduct must be satisfactory: a student may not have any Out-Of-School Suspensions [OSS] and may not have more than two incidents of In-School Suspensions [ISS]. In order to earn an exemption from a year-length class, the following conditions must be met:

1. Attendance - Any student with perfect attendance and an average of 80 or better in a course may be exempt.
2. Academic - Earn a yearly average of 90 or better in the subject in which they claim exemption, and have no more than 5 unexcused absences in that class.

**Forest High School:**

Exemptions from end of course exams may be granted if the following conditions are met.

1. Exemptions by grade:  
In a semester or year-long course – maintain an average of “90” or better and have no more than 10 absences in a semester course or 20 absences in a yearlong course (for seniors a passing average or better in the course and have no more than 10 absences in a semester course or 20 absences in a year- long course).
2. Exemptions by Attendance:  
Any student with perfect attendance and passing in a course may be exempt.
3. Exemptions by Brag Tags:  
All students who have earned at least 15 “Brag Tags” throughout the year and passing the class may be exempt.
4. All students who earn an exemption may elect to take exam to improve (not lower) their average.
5. Students may not be exempt if they owe a fine or have been suspended OSS during the current semester.

Exam exemptions will be announced on the day the class meets before the examination day. Rescheduling of exams must be requested in writing prior to the week of exams. Students who attend examination periods may not be checked out; regardless of their exemption status. If a student receives an exemption his/her average will be determined by counting the test average as 2/3 and the daily average as 1/3.

**ACADEMIC DISHONESTY**

Improper academic conduct (cheating, plagiarism, etc.) will not be tolerated. Student will receive a zero on the assignment, discipline through the office, and academic clubs will be notified.

**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 Elementary School:**

Placement in 1 <sup>st</sup> Grade	Placement in 2 <sup>nd</sup> Grade	Placement in 3 <sup>rd</sup> Grade	Placement in 4 <sup>th</sup> Grade
1. Early Literacy Scale Score	1. Early Literacy Scale Score	1. STAR Reading and STAR Math Scale Scores	1. State Test Scores in Language and Math
2. Kindergarten Sight Word Test	2. End-of-Year Skills Test in Language Arts & Math	2. End-of-Year Skills Test in Language Arts & Math	2. End-of-Year Skills Test in Language Arts & Math
3. Reading Passage	3. Final Averages in Reading, Language, & Math	3. Final Averages in Reading, Language, & Math	3. STAR Reading and STAR Math Scale Scores

### Forest High School:

~ CRITERIA FOR TAKING 9<sup>TH</sup> GRADE BIOLOGY I. Students must meet **three** of the following minimum requirements:

- Overall average in 8<sup>th</sup> grade of 80+
- Earned an 80+ final average for the school year in 8<sup>th</sup> grade Science
- MST2 score of Advanced or Proficient
- Enrollment in Accelerated English I
- Teacher recommendation from 8<sup>th</sup> grade Science Teacher

NOTE: Science 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
- Teacher recommendation from prior English Teacher
- Subject to approval of grade level English teacher and/or English Department Chair

~ 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

- Advanced Placement/Dual Enrollment classes are designed to challenge students' minds, enhance their knowledge, and potentially earn college credit. Forest High School will be offering these courses: AP Calculus, AP Chemistry, AP World History, AP US History, AP English Literature and Composition, AP English Language & Composition, Dual Credit College Algebra and Trigonometry, Dual Credit Physical Science I/II, and Dual Credit English Composition I/II. Students may enroll in classes at a community college with administrative approval. Students enrolled in classes should work with the school and college to avoid any problems relating to dual enrollment. Students taking these classes must meet the pre-requisites outlined below.
- Dual Credit College Algebra and Dual Credit Trigonometry are for seniors who have taken Algebra III and passed with an 80 or above average and scored 19 or above on the Math section of the ACT.
- AP English Literature & Composition is for seniors who have met with AP teacher, who have their English III teacher's recommendation, who have a GPA of 80+, who have completed the summer reading assignments, who have passed the English II test, who met their AR goal at least three nine weeks the previous year, and who have a signed consent form from parent/guardian.
- AP English Language & Composition is for Juniors who have met with AP teacher, who have their English II teacher's recommendation, who have a GPA of 80+, who have completed the summer reading assignments, who have passed the English II test, and who have a signed consent form from parent/guardian.
- AP Chemistry is for juniors and seniors who have taken Chemistry I and passed with an 80 or above average and/or meet teacher recommendation.
- AP World History is for sophomores, who have passed with a 90 or above average in their entire core ninth grade courses and/or meet teacher recommendation.
- AP US History is for juniors, who have passed with a 90 or above average in their entire core tenth grade courses and/or meet teacher recommendation.
- Dual Credit English Composition I and II are for seniors who have received three English credits, who have their English III teacher's recommendation, who have a GPA of 80, who have passed the English II test, who met their AR goal at least three nine weeks the previous year, and scored 17 or above on the Math section of the ACT.

~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 may earn a maximum of one credit in correspondence course study or in an online course.
- 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 PRE-K - 4

Non-Promotion for Pre-Kindergarteners and Kindergarteners: Pre-Kindergarten and Kindergarten students must master the benchmarks/objectives as mandated by the state before promotion from Pre-Kindergarten to Kindergarten or 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 Reading, Language, 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 Reading, Language, Math, Science and Social Studies with a 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.

### CLASSIFICATION OF STUDENTS FOR GRADES 9-12

Students at Forest High School will be classified by the following manner:

- Freshmen - Must have completed the eighth grade in an accredited school.
- Sophomore - Must have completed at least four (4) academic units of high school work.
- Junior - Must have completed at least ten (10) academic units of high school work.
- Senior - Must have completed at least seventeen (17) academic units of high school work.

NOTE: The classification of senior does not necessarily qualify the pupil as a candidate for graduation.

## GRADUATION REQUIREMENTS

- Forest High School offers a diploma through the traditional route and the career pathway option.
- The traditional route according to Accountability Standards, Appendix A-2, requires a minimum of 24 Carnegie units.
- The career pathway option, listed in Appendix A-3 of the MS Public School Accountability Standards, 2015: (<http://www.mde.k12.ms.us>), requires a minimum of 21 Carnegie units. This option provides a career track curricula, including career and technical courses, for students not wishing to pursue a baccalaureate degree. All students must take the Subject Area Tests as required by the State of Mississippi.
- No more than four (4) Carnegie units earned in summer school may be counted toward graduation.
- A maximum of one (1) Carnegie unit may be earned by completing correspondence courses or an online course.
- In each course where a Carnegie unit is issued, a student must earn a final grade average of 60 or above and miss no more than 20 class meetings in a two-semester course or no more than 10 class meetings in a semester course.
- Students in the standard 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 exercises.
- Students receiving special education services who fail to meet the requirements may be eligible to receive a Certificate of Completion of an Individualized Education Program or Mississippi Occupational Diploma.

## 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 a Level 2 or Level 3.

Level 2 Courses: All Accelerated English, Trigonometry, Advanced Algebra, Physics.

Level 3 Courses: All courses designated as Advance Placement (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 all semester grades 9-12th 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.

## GRADUATION OPTIONS FOR SPECIAL EDUCATION STUDENTS

Students with disabilities will be given the option of working toward a certificate of life skills, occupational diploma, or a traditional diploma. An IDEA students' graduation determination will be made prior to entering ninth grade. An Individualized Education Plan (IEP) meeting will be conducted and graduation options will be fully explained to the parent. A student's graduation option can be modified as deemed appropriate by the parent and/or IEP committee. The student's Individualized Education Plan (IEP) will reflect the graduation option selected. An IDEA student who is a candidate for a standard high school diploma shall follow the same criteria as any other student. The certificate of life skills and occupational diploma are not equivalent to a traditional diploma. Students seeking an occupational diploma must meet requirements as set for the Mississippi Occupational Diploma, inclusive of coursework, employment and/or vocational training, and complete an approved Occupational Portfolio. Students who do not meet requirements for a standard or occupational diploma will receive the certificate of life skills. In accordance with IDEA, a special education student must meet all requirements for graduation on or before the age of 21. Services provided by the district will be terminated at the close of the school year for any student whose 21<sup>st</sup> birthday occurs.



### COLLEGE DAY (Two Days)

Seniors may visit any college on their own 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 working days before the student plans to take a college day.

## 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. Corporal punishment shall be administered by the principal or his/her designee only in the presence of another district employee, but not in view of the class.
4. 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).
5. Any certified employee shall have the authority to correct any misbehavior by a student on school property.
6. **Students are responsible to teachers/staff at all times** and viceversa while at school or at school functions.
7. A student should not display any discourtesy to a teacher or administrator who is making disciplinary corrections.
8. 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.
9. Students placed in ISS may be required to perform work detail around campus.
10. 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).
11. Students may be dismissed from athletics or extracurricular activities for serious or repeated discipline offenses.
12. 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.

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. Improper academic conduct (cheating, plagiarism, etc.).....	Step 1 to 3
10. Improper behavior.....	Step 1 to 6
11. Indecent exposure.....	Step 2 to 6
12. Leaving campus without authorization.....	Step 2 to 4
13. Open defiance.....	Step 1 to 6
14. Profanity / vulgar acts, gestures, symbols.....	Step 1 to 4
15. Provoking / instigating a fight / physical aggression.....	Step 3 to 6
16. Public display / inappropriate show of affection.....	Step 1 to 6
17. Refuse to identify oneself properly when asked.....	Step 2 to 6
18. Stealing (Restitution required).....	Step 2 to 6
19. Truancy.....	Step 2 to 4
20. Use or possession of any dangerous object.....	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 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.

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

**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. Corporal punishment, In-school suspension (ISS), or detention as appropriate
- Step 2
  - 1. Letter of notice to parent/guardian and/or conference as appropriate
  - 2. Corporal punishment, In-school suspension (ISS), or detention as appropriate
- Step 3
  - 1. Letter of notice to parent/guardian and/or conference as appropriate
  - 2. Corporal punishment, In-school suspension (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. Suspension, three to five days
  - 3. Loss of all privileges during the time of suspension
- Step 5:
  - 1. Parent/guardian conference with Principal
  - 2. Suspension, three to nine days
  - 3. Referral to Discipline Committee (Committee comprised of school and central office personnel as appropriate)
  - 4. Loss of 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. 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.
    - C. A parent/guardian conference with the Principal may be required before a student can return to school after a suspension. Upon returning to school, students must obtain an absentee slip from the office.
    - D. A student may enter the Discipline Ladder at any step, depending upon the nature of the offense.
    - E. A student may be moved beyond Step 4 at the discretion of the administrator.
    - F. Failure to complete the punishment as designated will result in escalation to the next step in the ladder.
    - G. 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:**

<b>SERIOUS OFFENSES</b>	
1.	Possession or use of any object that is classified as a weapon on school property (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.

### **Forest High 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) plus (ASD). If a student is unable to attend because of an absence, the student will go to detention the next Tuesday or Thursday. 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 more than 5 minutes late, he/she will not be admitted to the ASD room. The student will be assigned a penalty day in addition to having to make up the missed day. Students must return the detention notification form signed by a parent/guardian. Student misbehavior in detention will result in further disciplinary action.

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

### **Forest Elementary School:**

1. Talking is not allowed in ISS.
2. Sleeping or putting the head down is not allowed. The student is to sit straight, keep eyes forward and place both feet on the floor.
3. The student will not speak unless the ISS supervisor speaks to them first. If the student has a question, they are to raise their hand and wait for the supervisor to respond.
4. Students in ISS will continue working the entire time.
5. Work assigned by the teacher, related to the offense, must be completed.

### **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.

### **Hawkins Middle School:**

The ISS and school rules will be posted and enforced. Teachers will send ISS assignments to the ISS room. Students will submit all work to the ISS monitor by the end of the day and all work must be completed. Students must remain busy until the end of the day; extra work will be assigned if needed. Students will be provided a lunch period as well as restroom breaks throughout the day as needed. Failure or refusal to report to ISS will result in OSS. If a student signs in late or signs out early on the day ISS has been assigned, the time missed in ISS will be made up the following day.

1. Students must remain seated and facing the wall in their cubicle.
2. The following behaviors will result in further disciplinary action:
  - a. Passing or exchanging items with another student(s)
  - b. Writing notes/drawing
  - c. Sleeping
  - d. Talking or making unnecessary noises
  - e. Defacing or damaging school property (Student will be responsible for all damages)
  - f. Eating/drinking

**NOTE:** Students serving ISS MAY NOT participate in extracurricular activities (during or after school) on the day of ISS.

### **Forest High School:**

In-School Suspension Guidelines:

- Students must have all work assignments including textbooks BEFORE entering the ISS room.
- Students must report to ISS after Silent Sustained Reading (SSR).
- 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.
- Students will lose exemption status if assigned to ISS at any time during the school year.
- Signing-in late or signing-out early will equal one full (additional) day of ISS or OSS.
- 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.

#### **CORPORAL PUNISHMENT**

ALL students are subject to corporal punishment unless a waiver is signed every school year. If a child is placed on the Do Not Paddle list, the parent/guardian may be required to pick up their child for serious discipline incidents.

#### **SCHOOL BUS RULES AND DISCIPLINE PROCEDURES**

##### **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. Dress early and be prepared to meet the bus on time. Make sure that you are visible to the driver while you are waiting at the scheduled time and place that you meet the school bus. The driver may not stop if you are not visible when he/she approaches your designated 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, corporal punishment, 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 corporal punishment or 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 corporal punishment or 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 corporal punishment or 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.

**UNIFORM 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. All students shall observe the Uniform Dress Code adopted by the Forest Municipal School District School Board. Students violating the uniform dress code shall be subject to disciplinary action.

Students returning to the Forest Municipal School District are expected to comply with the uniform code beginning on the first day of school. A grace period of up to five (5) days shall be granted to newly enrolled students to become compliant with the Uniform Dress Code. Once this grace period has ended, new students will not be allowed to return to school until they are in compliance with the policy. After the grace period expires, any day missed will be unexcused.

The uniform dress code regulations shall be observed by all students on campus or participating in any school activity.

<b>UNIFORM DRESS CODE REGULATIONS</b>	
<b>Tops:</b>	<ul style="list-style-type: none"><li>• Short/Long Sleeve Polo Shirts</li><li>• Solid Colors: Royal Blue, Red or White</li><li>• School approved spirit shirts (school approved logos)</li><li>• Turtlenecks; Sweatshirts; Sweaters; Sweater Vest allowed</li><li>• Solid Colors: Royal Blue, Red or White</li><li>• T-Shirts/Undershirts – Any color</li></ul> <p><b>PROHIBITED:</b></p> <ul style="list-style-type: none"><li>• Brand logos (only approved school logo)</li><li>• Untucked shirts</li></ul>

<b>Bottoms:</b>	<ul style="list-style-type: none"> <li>• Pants/Capris/Skirts/Shorts</li> <li>• Solid Colors: <b>Tan</b> Khaki, or Navy</li> <li>• Styles: pleated or flat front, elastic waist, “uniform style” shorts</li> </ul> <p><b>PROHIBITED:</b></p> <ul style="list-style-type: none"> <li>• Spandex/polyester/other tight fitting pants/capris/skirts/shorts</li> <li>• Sagging (pants/shorts must fit properly; cannot be more than one size too big)</li> <li>• Belts hanging down from the waist</li> <li>• Cut, ripped, ragged, frayed, elastic bottoms, or rolled up pants legs</li> <li>• Skirts/shorts more than 3” above the knee</li> <li>• Slit in skirts</li> <li>• Denim / Jeans – except on Friday and no holes above the knee</li> </ul>
<b>Shoes:</b>	<ul style="list-style-type: none"> <li>• Athletic shoes, loafers, and boots are preferred.</li> <li>• <u>Slide type shoes and sandals are <b>allowed at the high school only</b>.</u></li> <li>• Shoes must be worn with socks, if applicable, and properly tied or fastened.</li> </ul> <p><b>PROHIBITED:</b></p> <ul style="list-style-type: none"> <li>• Slides are not allowed at the elementary school</li> <li>• Flip-flops</li> <li>• Spiked heels</li> <li>• Lighted sole</li> <li>• Pant legs tucked in socks or boots</li> </ul>
<b>Jackets:</b>	<ul style="list-style-type: none"> <li>• School Jackets, Hoodies, Zip ups or Button Ups – Any Color</li> <li>• Styles: Must not be longer than mid-thigh</li> <li>• FMSD School logo is allowed, but not mandatory. No other school logos allowed.</li> <li>• Small manufacturer’s logo is allowed</li> <li>• No Banner type logos allowed</li> </ul>
<b>Belts:</b>	<ul style="list-style-type: none"> <li>• Belts must be worn if pants have belt loops. Any Color.</li> </ul>
<p><b>Other Uniform Dress Code Violations:</b></p> <ol style="list-style-type: none"> <li>1. Unusual body piercing and wearing pierced jewelry will not be allowed. (I.E. eyebrows, nose, tongue, etc.)</li> <li>2. No chains or other accessories hanging from pockets.</li> <li>3. Males shall not wear earrings at school or at school sponsored events.</li> <li>4. Students shall practice good personal hygiene in body and clothing.</li> <li>5. No student may wear, shave, notch or mark (tattoo) themselves with any gang related symbol or item.</li> <li>6. No head wear allowed (hats, visors, headbands, ear muffs, etc.) during school hours.</li> <li>7. Student’s appearance must not distract from the learning environment.</li> <li>8. Symbols considered gang related or offensive will not appear on clothing, book covers, notebooks, etc...</li> </ol> <p><b>NOTE:</b> Principals shall retain discretion should unusual circumstances arise concerning dress code issues not specifically addressed in this handbook.</p>	

### CELL PHONES/ELECTRONIC DEVICES

CELL PHONES and all other ELECTRONIC DEVICES are prohibited at school or on any bus during school hours. This rule has been established to help maintain a learning environment, which minimizes distractions as well as protects personal property. Teachers who want their students to use an electronic device(s) for a specific classroom project must obtain written approval in advance from their principal. Student offenses for violating this policy are as follows:

**1<sup>st</sup> offense** – item will be confiscated and not returned until the end of the semester or the parent may pay a \$25 fee and pick up the item at the office the next business day.

**2<sup>nd</sup> offense** – item will be confiscated and not returned until the end of the semester or the parent may pay a \$50 fee and pick up the item at the office the next business day.

**3<sup>rd</sup> offense** – item will be confiscated and not returned until the end of the semester or the parent may pay a \$75 fee and pick up the item at the office the next business day.

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

Refusal of the student or their parent/guardian 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.**

### 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.**

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.

### 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, simple first aid, and/or treatment with over-the-counter medications. However, in her absence, Principals, Teachers, Office Personnel, and other Unlicensed Personnel **WILL NOT** be permitted to treat with any over-the-counter medications. According to their judgment, if any treatment or further assessment is necessary, a parent or guardian will be notified, either by phone or letter, and encouraged to seek medical attention. If you wish for your child to be administered an over-the-counter medication, an order from a physician will be required or you will be permitted to come to the school to administer it yourself.

#### Fever

Students should be free of fever for 24 hours before returning to school.

#### Head Lice

Head lice will be dealt with in the school system by using current House Bill 154. The legislation on head lice states that upon the third incidence of head lice or the third contact the school has with an infected student's parent within any school year, the said student will not be allowed to attend school until proof of treatment is obtained from the county health department. Once lice or nits are detected, students will not be allowed in the classroom until successfully treated and all nits (both treated and untreated) are removed. Upon returning to school, the student will be examined by the school nurse. Proof of treatment should also be provided to the school.

### **Pink Eye**

Pink Eye can affect one or both eyes. They will generally be red, watery, and irritated. The child may complain of the eye itching and/or burning and the eyes will usually drain more at night, causing them to be “crusted over” in the mornings. The only treatment for this is a prescription from a physician. Students with suspected Pink Eye will require a doctor's excuse to return to school, as this is very contagious.

### **Ringworm**

Ringworm is a contagious fungal infection that can affect the scalp, body, feet, or nails. Ringworms located on the scalp require prescription treatment from a physician. Infection to other areas can usually be treated with over-the-counter medications. Treatment should last two to four weeks depending on product directions. These lesions should be covered while at school. Proof of treatment may be required in severe cases. Students with an infection in the scalp and/or nails will be allowed to return to school 24 hours after initiating treatment and will be required to submit a doctor's excuse verifying treatment.

## **HARRASSMENT**

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 HARRASSMENT**

Standards for defining conditions of a hostile environment sexual harassment are based upon whether a “reasonable woman” would be offended by the alleged conduct. A “reasonable woman”, according to the U.S. Court of Appeals for the 9<sup>th</sup> Circuit in *Ellison vs. Brady* (Appendix 1), 1991, “, could be frightened and shocked by such things as a co-employee's professing love, his making repeated references to sex, and his stating that he was ‘watching’ and ‘experiencing’ the complainant.” (Thompson Publishing Group, *Educator's Guide to Controlling Sexual Harassment*, 1993).

The Forest Municipal School District shall define sexual harassment as “unwanted sexual or gender-based behavior that occurs when one person has formal or informal power over the other.” (Thompson Publishing Group, *Educator's Guide to Controlling Sexual Harassment*, 1993).

There are three major elements in this definition:

1. The behavior is unwanted or unwelcome.
2. The behavior is sexual or related to the sex or gender of the person.
3. The behavior occurs in the context of a relationship where one person has more formal power than the other (such as a supervisor over an employee or a faculty member over a student) or more informal power (such as one peer to another).” (Thompson Publishing Group, *Educator's Guide to Controlling Sexual Harassment*, 1993). Grievance procedures for sexual harassment are found within the Grievance Procedures in the Forest Municipal School District, published within the staff and student handbook.

### 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. The following steps shall be used in processing such grievances.

#### Step 1:

- A. The aggrieved person shall present his/her grievance in writing to the pertinent teacher or school person.
- B. If the grievance is sexual in nature and is directed toward the aggrieved person's teacher or school personnel, the grievance shall be presented in writing to the immediate supervisor of the individual toward whom the grievance is directed. The grievance process will then follow the steps as outlined.
- C. The aggrieved person, teacher or school personnel may request a conference prior to the time a decision is rendered.
- D. The teacher or school personnel shall render a written decision to the aggrieved within five (5) days after receipt of the grievance.

#### Step 2:

- A. If the aggrieved is not satisfied at Step 1, he/she may within five (5) days, notify in writing, his/her teacher or school personnel of his/her intent to appeal to the appropriate authority.
- B. The aggrieved student shall appeal to the principal. The aggrieved shall include copies of all correspondence from Step 1.
- C. The aggrieved person or principal may request a conference prior to the time a decision is rendered.

#### Step 3:

- A. If the aggrieved is not satisfied at Step 2, he/she may submit his/her appeal in writing to the Superintendent of Education and shall include copies of all correspondence from Steps 1 and 2.
- B. The aggrieved student 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 administrators, including the principal, assistant principal, or acting principal. 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.

**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.

## 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. House Bill 1063 amends Sections 37-7-301 to authorize 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:

DAMAGE	BOOK FINE
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 during breakfast or lunch 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. Please do not ask!

### 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." 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.

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.

### GENERAL RULES FOR CHILD NUTRITION

1. Beginning with the 2015-2016 school year, all costs associated with meals are as follows:

#### STUDENTS:

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

#### ADULTS:

- BREAKFAST:..... \$2.25
- LUNCH:..... \$3.50

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.

The Forest Municipal School District has adopted a Wellness Policy with commitments to nutrition, physical activity, comprehensive health education, marketing, and implementation. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff, taking into consideration differences in culture.

As parents, please work with us in seeing that your child chooses nutritious foods at home. It is also important that children are involved in activities that promote physical well-being (Approved by Forest Municipal School Board of Education- June 19, 2006; Updated and Revised May 9, 2011).

## EMERGENCY PROCEDURES - DRILLS

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 call will be made to the primary telephone number you provide to the school. The call will be made via **Blackboard Connect telephone alert system**, the automated system that the school district has adopted. The call will be a pre-recorded message and will inform you as to what measures need to be taken. If you receive a call from the school, please answer it instead of calling back, as it causes a very large overload of calls if parents call back after receiving a **Blackboard Connect telephone alert system** message.

### 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

A **verbal command** will be used to signal the LOCK-DOWN. 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.

## 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 Shelly Beckham at 325 Cleveland Street, Forest MS 39074 or by phone 601-469-4244.

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

Forest Municipal School District is in compliance with Title VI 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 VI, you may contact Tammy Bell at 325 Cleveland Street, Forest MS 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 Tammy Bell at 325 Cleveland Street, Forest MS or by phone at 601-469-3250.

### GIFTED EDUCATION

Gifted education classes are provided for intellectually gifted students in grades 2-6. Students who are placed in gifted education must be referred and meet the eligibility requirements as mandated by the Mississippi Gifted Education Act.

### **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 Services Director at 601-469-3250. The District reserves the right to minimize class size in an effort to provide the best quality education to students within our district.

### **INTERVENTION PROCESS - RESPONSE TO INTERVENTION**

Forest Municipal School District shall require an instructional model designed to meet the needs of every student as mandated by State Board Policy 4300 adopted January 21, 2005 (revised May 18, 2007).

MDE shall require an instructional model designed to meet the needs of every student. 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.

### **SPEECH-LANGUAGE THERAPY SCHOLARSHIP SCREENING**

In accordance with the provisions of the Speech-Language Therapy Scholarship, House Bill 896, students will be screened for speech, language, voice, and fluency disorders before the end of Grade 1, effective July 1, 2013.

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

The Family Educational Rights and Privacy Act (FERPA) affords 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 20202

**NOTE:** In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.

## 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 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.

### **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 dissemination 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 minor 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, disseminate 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.

#### **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.

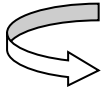
By signing this document I agree to the following:

- 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 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 following handbook student agreement form 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.



# 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 have received and read my copy of the Student Handbook as adopted by the Forest Municipal School District Board of Trustees. I agree that it is my responsibility to read and be familiar 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].

\_\_\_\_\_  
Student 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 ACKNOWLEDGEMENT WILL NOT RELIEVE A STUDENT FROM RESPONSIBILITY FOR KNOWLEDGE OR NON-COMPLIANCE OF THE CONTENTS OF THIS HANDBOOK.**