PATHWAYS TO SUCCESS ACADEMY

Student Handbook

2026-2027

Forest Municipal School District

Approved July,2026

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Vision of PSA

It is the mission of the Pathways to Success Academy to guide and support students on their journey of becoming a well-rounded student. The goal is to educate and improve the student's academics while engaging in behavior coaching necessary for the student to be successful in the educational environment. It is the expectation that the students leave with a renewed sense of confidence, responsibility, and determination; ready to thrive and excel in their academic classes.

Pathways to Success Staff

Administration	Dr. Marcus Holbert
PSA Teacher/Facilitator	Jacqueline Patrick
ISS Teacher HMS	JoAnn Pinkston
School Resource Officer	Jaylon Lofton
SPED Teacher	Student School Level Case Manager
SEL Personnel	School Level Counselor

Forest Municipal School District Board of Education

Charles Longmire, President

Sean Ferrell, Vice President

Mattye Evans, Secretary

Chantelle Herchenhahn

Louvene Robinson

Dr. Melanie Nelson, Superintendent

PSA Building Schedule

Students Arrive	7:00a.m.
Breakfast	7:55a.m.
Lunch	11:00a.m.
Dismissal	1:30p.m.

2 bathroom breaks

ALTERNATIVE PLACEMENT STUDENT EXPECTATIONS

Attendance and Punctuality:

- Regular attendance is mandatory.
- Arrive on time daily.

Behavior and Conduct:

- Adhere to all school rules and policies.
- Show respect towards teachers, staff, and fellow students.
- Refrain from any form of bullying, harassment, or violence.
- Demonstrate self-discipline and take responsibility for actions.

Academic Commitment:

- Complete assignments on time. Turn assignments in to the person in charge as completed.
- Seek help from teachers or counselors if struggling academically.
- Strive to meet or exceed academic expectations.

Personal Responsibility:

- Dress appropriately according to the school dress code.
- Take care of personal belongings and school property.
- Bring necessary allowable materials and supplies to class.

Engagement and Participation:

- Participate in any required counseling or support services.
- Engage in restorative practices or behavior modification programs such as Overcoming Obstacles.

Conflict Resolution:

- Utilize conflict resolution strategies provided by the school.
- Avoid physical or verbal confrontations.
- Seek mediation or adult intervention when conflicts arise.

Positive Attitude:

- Maintain a positive attitude towards learning and personal growth.
- Demonstrate a willingness to change and improve behavior.
- Encourage and support peers in maintaining a positive school environment.

Compliance with School Policies:

- Follow all safety guidelines.
- Refrain from bringing prohibited items (e.g., cell phones, weapons, drugs, vapes) to school. **Student will be checked.**
- Comply with any additional school-specific rules and regulations

STUDENT UNIFORM POLICY

It shall be the policy of Pathways to Success Academy of the Forest Municipal School District to maintain a School Uniform Dress Code for all students. The purpose of this policy is to inform all students and parents of the requirements for proper attire that will be accepted at PSA.

SCHOOL DRESS CODE:

Shirts – Plain white only – **NO V-NECKS, LOGOS OR WRITING.** Plain white shirts can consist of T-shirts, polos, or button-ups.

Pants – Tan khaki, long pants. Sagging is prohibited. Pants must be worn at waist level with a belt. Pockets on pants must be front and back only. No pockets are allowed on the pants leg.

Belts – All students must wear a belt. Shirts must be tucked in so the belt is visible. Belts must be smooth and solid in color without accessories such as shiny stones or raised objects of any sort on the belt. In the event a student attends school without a belt or with a logo, a parent will be called to bring proper attire. The student is subject to have additional days added if the student fails to dress in accordance with dress code policy.

Shoes –No Flip-Flops are allowed**.** All shoes must be worn with socks. Shoestrings must be tied, and Velcro straps must be fastened.

Additional-Students assigned to PSA (ISS) for a duration of one day may follow the standard campus dress code. Acceptable attire includes khakis, jeans, denim or khaki shorts (knee length), spirit shirts, collared shirts, or a plain white t-shirt.

OTHER NOTES ABOUT STUDENT APPEARANCE:

1. Students will not be allowed to wear tank tops, tube tops, sleeveless garments, halters, backless garments, exposed midriffs, mini-skirts, hip huggers, low-cut pants, braless garments, "see-through" garments, or other similar clothes.

2. Clothing advertising alcoholic beverages or tobacco will not be permitted. No gang-related clothing or clothing with obscene or questionable printing will be allowed.

3. Shirts with buttons MUST be buttoned properly and the shirt collars must be turned down.

4. No caps, hats, or sunglasses will be allowed. No student will be allowed to wear jewelry. No jewelry will be allowed, the only exception is a wristwatch.

5. Students will not be allowed to wear clothes hanging down below the waist or partially fastened pants, belts, etc. Pants must be positioned at the waistline with belts visible.

6. Students will be asked to remove coats, jackets, hoodies, and sweatshirts upon entering the building.

REQUIREMENTS TO RETURN TO REGULAR SCHOOL

Regular Education Students

- Regular education students sent to Pathways to Success Academy will remain until the teacher, administrator, and the principal of the student's home school decide on a return date. The only exception to this will be for students entering with a special education ruling. Students with special education rulings will stay 45 days unless the IEP meeting determines longer.
- The student must have a passing grade in 5 of their classes to return.
- The student must complete all the assigned days before he/she returns to regular education.
- Students returning to their home school will be on a 30-day probation period.

Special Education Students

- Students sent to PSA with a special education ruling must stay for 45 calendar days.
- At this time, an IEP Committee meeting will be held to evaluate the student's progress and to determine the most appropriate placement for the student.

ATTENDANCE POLICIES

- Students must attend the number of days assigned to them. Any days missed will have to be made up. EXAMPLE: 45 DAYS ASSIGNED AND A STUDENT MISSES 10 DAYS, THOSE DAYS WILL BE ADDED TO THE END OF HIS TIME HERE…SERVING 55 DAYS.
- Regular and punctual attendance of all students is necessary for success in school.
- Students are expected to be in school.
- Students will be excused ONLY with an excuse from a doctor or an official of the court.
- Special circumstances such as a death in the family or family emergencies will be given consideration by the administrator.
- When a student has an excused absence, it is his or her responsibility to seek make-up work the day he/she returns to school.
- When a student has an unexcused absence, he/she will be given a zero for work missed.
- Excuses must be submitted on a student's return day to school. Students may not wait until the end of a grading period to bring in excuses for earlier absences.

MAKE-UP WORK

- Make-up work/modules is to be done by students following any absence.
- A student has *three days* in which to make up any missed assignments during the excused absence. In the case of a test, if a student was assigned the test prior to the date that he/she was absent, the student *must* take the test on the day he/she returns to school.
- Extended absences will have a completion date as set by the administration of PSA. *If the student does not make up missed assignments, a zero will be given for the period or work missed.*

INJURY / ILLNESS WHILE AT SCHOOL

- If a student becomes ill at school, the principal will be notified and arrangements for the student will be made by the administrator. However, that time will have to be made up.
- Parents will be called or notified if possible.

MEDICATIONS

- No over-the-counter medication will be given unless the medication is administered by the student's parents/guardians. Prescribed medicines can be given, but the medicine must be prescribed by a physician and brought to the school in the bottle with directions from the pharmacy.
- All medications must be left in the office.

TRANSPORTATION POLICIES

STUDENTS BEING TRANSPORTED BY PARENTS

- Students being transported by parents need to be present by no later than 7:00 a.m.
- Students may be picked up by parents at dismissal which is 1:30 p.m.
- This includes students suspended off buses being transported by parents.

- Failure to make it to school on time can suspend the ability to be transported by parents. If parent transportation is suspended the student must ride the bus to PSA.

WALKING STUDENTS

- Walking students must have written approval from parents and documented in order for the student to walk home from PSA
- Walking students need to arrive no later than 7:00a.m.
- Students will be dismissed at dismissal time.
- Failure to make it to school on time can suspend the ability to be transported by parents. If parent transportation is suspended the student must ride the bus to PSA.

LEAVING PSA (CHECK-OUT PROCEDURE)

- No student may leave campus at any time without obtaining permission from the teacher and the administrator.
- Once a student reports to school, he or she is not to leave the school campus for any reason other than with a parent or guardian.
- Parents/Guardians are the only adults that may check students out unless previous arrangements have been made through the teacher/administrator. If any person other than parent/guardian is to check out a student, parent/guardian must send a written letter prior to the date of check out to be approved by the principal. No student may be checked out by phone! ID must be presented upon dismissal of the student.

SCHOOL BUS PROCEDURE AND POLICY

- Students must be appropriately dressed prior to getting on the bus or they will be left behind and will receive an unexcused absence.
- No persons other than the students and school employees may ride the bus.
- Riding the school bus is a privilege, it is not a right. It is the responsibility of the student to conduct themselves in a manner that allows the continuation of that privilege. The bus driver is expected to immediately report any unbecoming conduct of a student on the school bus to the teacher/administrator. The student or students who violate the rules of proper conduct will be written up.

SEARCH POLICY

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 indicates that evidence of a violation may be discovered.
2. The existence of reasonable suspicion that such evidence will be discovered.
3. The individualization of the suspicion toward the person to be the subject of the search.
4. The prevalence or seriousness of the problem to which the search is directed.

5. The details of the circumstances; and
6. In some circumstances, the student's history and record in school.

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

WEAPONS AND DANGEROUS INSTRUMENTS

- A student shall not possess or handle a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, or any other object that can be considered a weapon, dangerous instrument, or any contraband materials.
- Students may be subject to expulsion and/or legal action.
- Charges will be filed on students who are in possession of a weapon.

OTHER ITEMS NOT ALLOWED

- No cell phone, earbuds, or electronic games are permitted in school or on the bus. **Items will be taken up and a parent will have to pick the device.**
    - Cell phones will be kept for 30 days for 1st offense and the student/parent will be charged $25 if they wish to receive the phone before the 30 days.
    - For 2nd offense the phone will be kept for 30 days and the student/parent will be charged $25 if they wish to receive the phone before the 30 days.
    - 3rd offense the phone will be kept for 60 days and student/parent charged $50 if they wish to receive the phone before the 60 days.
- Book bags, purses, backpacks, gym bags, spiral notebooks, and zip-up notebooks are not allowed at PSA.
- Illegal contraband will not be returned to the student.
- Vapes are not allowed on the school bus or on school property.

DISCIPLINE POLICIES

- Always treat teachers and fellow students with respect.
- Failure to work and perform in the classroom is cause for disciplinary action. **SLEEPING/HEAD DOWN IN CLASS IS NOT ALLOWED!**
- Fighting will not be tolerated. Charges will be filed on students fighting on the bus and/or at school.

- If you have a problem, seek help before it becomes serious.
- Bullying**,** harassment, intimidation, and threatening any student or school employee will not be tolerated. This action will result in possible suspension or expulsion.
- Gang-related clothing, language, gestures, symbols, drawing, and writing that is associated with gangs will result in automatic suspension from school.

PSA IN SCHOOL SUSPENSION EXPECTATIONS

Students must have all work assignments including textbooks BEFORE entering the ISS room.

- 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 teacher.
- 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 are expected to complete assigned module by ISS teacher
- Students will not groom their face or hair in ISS.
- All school rules will be enforced.
- Students will submit all work to the ISS teacher at the end of the day.
- Students will be held responsible for any writing or destruction of the cubicle or desk.
- Failure to report to ISS will result in an additional day of ISS.
- Signing-in late or signing-out early will equal one full (additional) day of ISS.
- If any ISS rules are violated, one additional day of ISS or OSS per infraction will result.

OVERCOMING OBSTACLES RESOURCE

Overcoming Obstacles is a nonprofit publisher of free, award-winning K-12 life skills curricula. Students will be asked to complete life skill modules during short and long term stay at PSA. In some cases, parents will be required to come complete overcoming obstacles modules with their students.

Disciplinary Actions That Require Parents to Complete Curricula Modules

Students that are assigned to ISS more than two times a nine-week term.
Students failing to complete work while at PSA.
Students that routinely disobey class and school policies and procedures.
Students are excessively tardy to PSA.
The curricula module may be used as an alternative to decrease Alternative or ISS days.

FOREST MUNICIPAL SCHOOL DISTRICT HANDBOOK

Pathways to Success Academy Handbook works in conjunction with the Forest Municipal School District Handbook. This includes but is not limited to academic dishonesty, disciplinary steps, alcohol and drug use, smoking, and the use of e-cigarettes.

BUS RIDER'S BEHAVIOR CONTRACT

1. All regular school rules and PSA rules apply at the bus stop and on the bus.

2. Any violation of the student code of conduct reported by bus personnel on the way to school will result in consequences being imposed upon arrival at PSA.

3. Any violation of the student code of conduct reported by bus personnel on the way home from PSA will result in consequences being imposed by the administrator upon arrival at school the next morning.

4. Students will be placed on probation for any bus suspension. Suspension may be issued for:

> profanity
> fighting, pushing, or tripping
> violation of safety procedures
> destruction of property
> excessive mischief
> writing
> smoking
> eating, drinking, or littering
> rude, discourteous, annoying
> unacceptable language

5. Students will have assigned seats on the bus.

I agree to abide by the above listed rules.

Student _____ **Date** _____

Parent/Guardian_____ **Date** _____

HANDBOOK NOTIFICATION

STUDENT'S RECEIPT OF HANDBOOK

I have received and read this copy of the Pathways to Success Academy Handbook. I understand that this handbook is to be given to my parents or legal guardian(s) so that they may read it and fully understand policies and procedures regarding PSA.

Student's signature_____ Date_____

PARENT/GUARDIAN'S RECEIPT OF HANDBOOK

My signature below indicates that I acknowledge, understand, and agree that it is my responsibility to read and familiarize myself with the information contained in this handbook; and agree to follow all policies and procedures outlined in the book, as well the Forest Municipal School District approved 2024-2025 Students handbook policies [posted on the district website].

Parent's Signature_____

Date_____

_____