Southside High School
MISSION STATEMENT

It is the mission of Southside High School to provide an educational program that enables our students to learn, achieve, succeed and become proficient in reading, writing and math. Southside High School is dedicated to providing quality and equitable educational opportunities for all students that will help them in realizing their academic potential, become productive citizens, and prepare for their futures.

This agenda belongs to:

Name ___________________________________________

Address _________________________________________

City ___________________________Zip Code __________

Phone ____________________________________________
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Dear Parent/Guardian:

This is your student's copy of the Southside High School Student Handbook. Please sign and return this sheet to Southside High School as soon as possible.

This is to confirm that I have received a copy of the Southside High School Student Handbook.

Disclaimer – Any rules in this handbook can be superseded by the School Board.

Date_____________________________________________

Student __________________________________________
(Please print)

Grade ____________________________________________

Student’s Signature________________________________

Parent/Guardian Signature______________________________

4100 Gary Street   Fort Smith, AR 72903   479-646-7371   fax -479-648-8204
2018-2019 Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 8 (Wednesday)</td>
<td>Teachers Report-Classroom Preparation</td>
</tr>
<tr>
<td>August 9 (Thursday)</td>
<td>Professional Development</td>
</tr>
<tr>
<td>August 10 (Friday)</td>
<td>Professional Development</td>
</tr>
<tr>
<td>August 13 (Monday)</td>
<td>Professional Development</td>
</tr>
<tr>
<td>August 14 (Tuesday)</td>
<td>Professional Development-Teacher Directed</td>
</tr>
<tr>
<td>August 15 (Wednesday)</td>
<td>Students Report – First Day of School</td>
</tr>
<tr>
<td>September 3 (Monday)</td>
<td>Labor Day – No School</td>
</tr>
<tr>
<td>October 12 (Friday)</td>
<td>End of First Quarter</td>
</tr>
<tr>
<td>October 16 (Tuesday)</td>
<td>Parent Teacher Conferences 3:30 – 6:30 p.m.</td>
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<tr>
<td>October 18 (Thursday)</td>
<td>Parent Teacher Conferences 3:30 – 6:30 p.m.</td>
</tr>
<tr>
<td>October 19 (Friday)</td>
<td>Professional Development – No Classes</td>
</tr>
<tr>
<td>October 22 (Monday)</td>
<td>Fall Break- No Classes</td>
</tr>
<tr>
<td>November 21 (Wednesday)</td>
<td>Thanksgiving Recess Begins</td>
</tr>
<tr>
<td>November 26 (Monday)</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>December 20 (Thursday)</td>
<td>End of First Semester</td>
</tr>
<tr>
<td>December 21 (Friday)</td>
<td>Winter Recess Begins, Teachers Report</td>
</tr>
<tr>
<td>January 7 (Monday)</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>January 21 (Monday)</td>
<td>Martin Luther King Jr. Day – No School</td>
</tr>
<tr>
<td>February 18 (Monday)</td>
<td>Professional Development – No School</td>
</tr>
<tr>
<td>March 14 (Thursday)</td>
<td>End of Third Quarter</td>
</tr>
<tr>
<td>March 15 (Friday)</td>
<td>Professional Development- No Classes</td>
</tr>
<tr>
<td>March 18 (Monday)</td>
<td>Spring Recess Begins</td>
</tr>
<tr>
<td>March 25 (Monday)</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>March 26 (Tuesday)</td>
<td>Parent Teacher Conferences 3:30 – 6:30 p.m.</td>
</tr>
<tr>
<td>March 28 (Thursday)</td>
<td>Parent Teacher Conferences 3:30 – 6:30 p.m.</td>
</tr>
<tr>
<td>April 19 (Friday)</td>
<td>Good Friday – No Classes</td>
</tr>
<tr>
<td>April 22 (Monday)</td>
<td>Professional Development- No Classes</td>
</tr>
<tr>
<td>May 27 (Monday)</td>
<td>Memorial Day – No Classes</td>
</tr>
<tr>
<td>May 30 (Thursday)</td>
<td>End of Second Semester - Final Student Day</td>
</tr>
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2018-2019 TBS Calendar:

<table>
<thead>
<tr>
<th>Session 1:</th>
<th>August 20</th>
<th>Session 4:</th>
<th>January 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 2:</td>
<td>September 24</td>
<td>Session 5:</td>
<td>February 19</td>
</tr>
<tr>
<td>Session 3:</td>
<td>November 1</td>
<td>Session 6:</td>
<td>April 4</td>
</tr>
</tbody>
</table>
CLUBS AND ORGANIZATIONS

Southside offers a variety of clubs and organizations in which a student can participate. Involvement in a club allows a student to meet new people and work together for common goals. The more you are involved, the more pleasant your high school experience will be. All clubs and organizations are open to all students who meet the requirements.

| Art Club | Habitat for Humanity |
| Band | Junior Council |
| Cheerleaders | Key Club |
| Chess Club | Latin Club |
| Choir | Latin Honor Society (JCL) |
| Columbians/Interact | Motorsports |
| Debate/Forensics | Mu Alpha Theta |
| DECA | National Business Honor Society |
| Drama/Thespians | National Forensics League |
| Earth Club | National Honor Society |
| Educators Rising | Orchestra |
| Family, Career and Community Leaders of America (FCCLA) | Partners Club |
| Fellowship of Christian Athletes (FCA) (Boys and Girls) | Partners In Christ |
| Fellowship of Christian Musicians | Quill & Scroll |
| French Club | Quiz Bowl/Science Bowl |
| French National Honor Society | Robotics Club |
| Future Business Leaders of America (FBLA) | Senior Council |
| German Club | Sophomore Council |
| German National Honor Society | Southern Belles |
| Girls for Engineering, Math & Science (GEMS) | Spanish National Honor Society |
| | Student Council |
| | Students and Adults Intervening for Life (SAIL) |

NON-DISCRIMINATORY STATEMENT

In compliance with federal nondiscrimination laws the Fort Smith Public Schools do not discriminate in employment and education practices relative to race or national origin (Title VI of the Civil Rights Act of 1964), handicap or disability (section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act), sex (Title IX of the Education Amendments of 1972), or age (The Age Discrimination Act of 1975). The coordinator and contact person for all the above civil rights areas is the Assistant Superintendent for Personnel & Support Services, Fort Smith Public Schools, P.O. Box 1948, Fort Smith, AR 72902-1948, phone 479-785-2501.
ADMINISTRATION

The administrative staff at Southside includes the principal and three assistant principals. The principal coordinates all activities of the school and makes final decisions on matters which arise. He has the responsibility of keeping the school running smoothly by ironing out the myriad of daily problems. The assistant principals handle discipline and maintain attendance records for all students. They are responsible for campus security and assist the principal in the day to day operation of the school.

The guidance department includes the director of guidance and three counselors. They help to prepare students for the transition from high school to work or college and assist them in mapping out their course of study. They also supply information concerning careers. If a student’s achievement reflects educational deficits, parents should discuss testing to identify the academic problems. Parents can request that the district testing services test their child due to academic problems. The school examiner can provide testing information to the parents concerning the application and results of testing. The counselors provide online resources to students through the counselor’s website; www.shscounseling.pbworks.com. When individual questions arise about college or a career, the counselors discuss these resources with the student. The administrative staff and counselors are always willing to meet with parents to discuss the student’s problems and to attempt to solve them.

To maintain school records and aid teachers and students, Southside employs full time office personnel. These include the registrar, attendance secretaries, principal’s secretary, assistant principal’s secretary, receptionist, general office secretary, guidance secretary and financial secretary.

The teachers can provide parents with the most accurate information about their student. Parents should call or email their child’s teacher for concerns that relate specifically to that teacher and his/her classroom.

OFFICE

The main office sells school supplies such as paper, pencils, folders, and most necessary study materials. The registrar is responsible for driver’s license verification and good student insurance discounts.

GRADING SCALE

Grades are important to everyone, not only to the student and parent, but also to the teacher, school and community. Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives may also be given. For the class of 2013 and beyond only AP classes receive additional points for rank and rank is based on GPA. See the following grading scale and grade point scales:
Grade Scale

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Regular &amp; Pre AP</th>
<th>Advanced Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>A = 4</td>
<td>A = 5</td>
</tr>
<tr>
<td>80 - 89</td>
<td>B = 3</td>
<td>B = 4</td>
</tr>
<tr>
<td>70 - 79</td>
<td>C = 2</td>
<td>C = 3</td>
</tr>
<tr>
<td>60 - 69</td>
<td>D = 1</td>
<td>D = 2</td>
</tr>
<tr>
<td>Below 60</td>
<td>F = 0</td>
<td>F = 0</td>
</tr>
</tbody>
</table>

ADVANCED PLACEMENT COURSES

Advanced Placement courses (A.P.) prepare students for Advanced Placement tests through which students may obtain college credit. A.P. classes are college level classes taught in high school. A.P. courses are governed by a National Curriculum and teachers are trained to teach those courses. Course descriptions may be found at apstudent.collegeboard.org/apcourse. Individual colleges hold the final determination of type and/or amount of credit. Students are required to take the AP Test at the end of the course.

If students do not take the AP exam, the class will then revert to the 4.0 grading scale. A corrected final transcript will be sent to post-secondary institutions.

HOMEWORK AND INDEPENDENT STUDY SKILLS

Parent/guardian and teachers should be partners in the education of children. Their joint efforts in assigning and monitoring homework can provide an excellent opportunity to strengthen the home-school relationship and to help the student feel that home and school are working together for his/her best interest.

Homework will be assigned and used as an integral part of the teaching/learning experience for students. Teachers will provide specific homework assignments. Each school may adopt guidelines to assure balance in homework assigned to each student. General homework guidelines for Grades 7-12 are 1-2 ½ hours per day.

Homework should be assigned regularly, clearly stated, regularly collected, checked and returned to students. Each teacher should advise students how and the extent to which homework will be used in determining final grades. To develop students’ independent study skills the teacher should:

1. Discuss the skills needed to accomplish homework assignments
2. Demonstrate a simple step-by-step process of completing a homework assignment
3. Model the techniques of listening, following instructions, note taking, reading for comprehension, preparing papers and locating materials in the library
4. Have students demonstrate their knowledge of independent study skills
5. Teach the students how to organize materials and to work independently
GRADUATION REQUIREMENTS

A student must earn at least twenty-three (23) units in grades 9-12 to be graduated from a Fort Smith high school. Only two (2) physical education units may count toward graduation. These units must include:

- **ENGLISH** - four (4) units.
- **SOCIAL STUDIES** - three (3) units - One (1) unit U.S. History, (1/2 unit Economics) (1/2 unit Civics) and one (1) unit World History.
- **MATHEMATICS** - four (4) units - Must include one (1) unit of Algebra I (or its equivalent), one (1) unit of Geometry, and one (1) unit of Algebra II.
- **SCIENCE** - three (3) units - One (1) unit Biology, one (1) unit Physical Science (Physical Science, Earth Science, Chemistry, or Physics), and one (1) unit Science elective.
- **PHYSICAL EDUCATION** - one and one-half (1 1/2) units of Physical Education. One (1) unit of Marching Band may be applied to the P.E. requirement or one (1) unit of JROTC may be applied to the P.E. requirement.
- **HEALTH EDUCATION** - one-half (1/2) unit.
- **FINE ARTS** - one-half (1/2) unit.
- **ORAL COMMUNICATIONS** - one-half (1/2) unit.

A student identified as disabled, as per State Department of Education definition of disabled, may be graduated by meeting the requirements above or by completion of his IEP (Individual Education Plan) for graduation, as established by the student’s programming committee.

SMART CORE REQUIREMENTS

Smart Core Students must have:

- (½) unit Economics, one-half (½) unit Civics
- 1 year Chemistry or Physics
- 4th math must be higher than Algebra II

DIPLOMAS

Upon completion of graduation requirements, the Fort Smith schools award two (2) types of diplomas:

- **HONORS DIPLOMA** - meet requirements for graduation, maintain a 3.0 grade point average, and pass eight (8) units of pre-A.P. and/or A.P. courses - six of which must be earned in grades 10, 11, & 12. (A.P. & Pre A.P. courses will be so identified on the transcript.)
- **DIPLOMA** - meet requirements for graduation.

No student can participate in any senior class or graduation activities unless he has met or is meeting all requirements for graduation. Diplomas will be awarded to pupils following completion of final credits. For more specific information concerning courses and graduation, you should see your guidance counselor.
Southside posts a recognition roll at the close of the first and second semester. To qualify for this honor, a student must carry a schedule of 4 full-credit courses per semester, must have a grade point average of 3.00 or above for the quarter by the number of full credit courses taken that semester, and must have a satisfactory citizenship rating.

The Basic School is available at night during the school year, for students who have failed a course, to take courses to meet graduation requirements.

TRANSCRIPTS

Official transcripts are required by most colleges, universities, and places of employment. To request an official transcript, a completed Transcript Request Form must be submitted to the registrar’s office. The Transcript Request Form can be obtained from the Southside High website, the office, or in the appendix section of the student handbook. The cost for a transcript is $1.00 for currently active students and $2.00 for non-active students. There is a 48 hour processing window to complete the transcript request. Fax number for registrar: 479-648-8287.

THE SCHOOL DAY

A standard school day at Southside has seven class periods. The tardy bell for first period rings at 8:10. Second period is ten minutes longer than the other fifty-minute classes and is designated as homeroom. The first few minutes of second period are used for school video announcements and homeroom business. Southside provides a five-minute passing time between classes. Lunch is served during two different periods of thirty minutes each.

The day’s schedule usually remains unaltered except in the event of special educational, business, or pep assemblies. There is not a change of schedule due to tests except for semester examinations at the conclusion of each semester. At this time, in order to test the seven periods, the first two days include three classes per day with 1 hour and 35 minutes in length per class and 1 hour for lunch and one test given the third day with extended time followed by our regular schedule.
BELL SCHEDULE FOR THE SCHOOL DAY

1st Period  8:10 - 9:00
2nd Period  9:05 - 10:05
3rd Period  10:10 - 11:00
4th Period  11:05 - 11:55
5th period - A lunch 11:55 - 12:25  class 12:30 - 1:20
5th period - class 12:00 - 12:50  B lunch 12:50 - 1:20
6th Period   1:25 - 2:15
7th Period   2:20 - 3:10

VICTOR E. STEWART LIBRARY INFORMATION

Students and parents that visit the Victor E. Stewart Library have access to over 15,000 print volumes and over 1000 eBooks. The library subscribes to print and non-print periodicals and 2 newspapers. The OPAC (online public access catalog) is Destiny. Students and parents may access the catalog by going to www.fortsmithschools.org/sside/Home/Library.aspx and clicking on the Destiny Catalog link.

For research purposes students may use library computers to access the Internet, online reference databases, college and career databases, and other programs. Links to the databases can be found on the library’s home page.

www.fortsmithschools.org/sside/Home/Library.aspx

Study hall passes may be obtained from the library staff before the student’s study hall begins.
Student ID cards are valid until graduation. Students must pay $3.00 to replace a lost or stolen card.
The check out limit is three books. Following Fort Smith Public School guidelines, if books are not returned by the date due, a fine of 10¢ per each overdue day will be assessed. Reference books may be checked out overnight and are due by 8:00 a.m. the next school day. A fine of $1.00 per day is assessed for overdue reference books. The charge for a lost book is 1.25 times the current price of the book.

A printer and copier are available for student use in gathering information for reports and research papers at a charge of 10¢ per page for printing or copies. Color printing is 25¢ per page.
Students are asked to abide by all classroom, school, and library policies and procedures when working, studying, or reading in the library.
Parents are encouraged to visit the Parent Center located in the library. Books, pamphlets, and brochures are available on a variety of topics.
Library hours are 7:30 a.m. to 3:30 p.m. Monday through Thursday and 7:30 to 3:15 on Friday. Extended hours are scheduled as needed.
HIGH SCHOOL POLICIES AND REGULATIONS

Pupils are expected to acquaint themselves with the special policies and regulations effective in our high school. Questions concerning school policies should be discussed with the principal or the assistant principals or guidance counselors.

A pupil who graduates from a Fort Smith high school must complete the last two of his high school units in the school which grants the diploma. A pupil may not take his final requirements in a summer session and satisfy graduation requirements for Fort Smith schools when all other high school work has been done elsewhere.

THE FOLLOWING REGULATIONS APPLY TO ALL STUDENTS AT SOUTHSIDE HIGH SCHOOL

STUDENTS ALSO NEED TO REFER TO THE FORT SMITH PUBLIC SCHOOL HANDBOOK FOR POLICIES NOT COVERED IN THE SOUTHSIDE HANDBOOK.

ATTENDANCE

Types of absences: **Excused, Parent Permission & Unexcused**

**EXCUSED—An absence is excused in the following instances:**

1. Personal illness of the student with official written verification.
2. Official school sponsored activity.
3. Court appearances with official written verification.
4. Medical/Dental appointments with official written verification. (Parents/guardians are urged to schedule medical or dental appointments after school hours. When this is not possible, the appointment should be scheduled during a study hall or scheduled so that the student will not miss the same class(es) repeatedly.)
5. Death or serious illness in the immediate or extended family. (Official written verification may be required.)

An excused absence shall afford the student the privilege of making up all assignments and/or class activities as the teachers direct. Official written verification includes signed doctor, dentist, court or legal documents identifying the office and/or the name of the professional who provided the service.

**PARENT PERMISSION**

1. Parent permission may be granted for any reason, including personal illness without written verification, provided the parent has contacted the attendance office, by note or phone call, the day the absence occurs.
2. **The student may not exceed five (5) parent permission absence days for the year.** If a student exceeds five (5) days of parent permission absences in any class for the year, all parent permission days thereafter are classified as unexcused.
3. Parent permission shall afford the student the privilege of making up all assignments and/or class activities as the teachers direct.
4. Absences for parent permission shall not be granted in conflict with semester examination schedules.

**COLLEGE VISITS**

Seniors and juniors are allowed two college days for the year, one each semester. These days are to be used for visiting prospective colleges and universities. Request forms are to be picked up in the attendance office and returned to the attendance office by 1:30 p.m. the day prior to the absence. A letter from the college or university, signed by a school official and stating that the student made the visit is required if college leave is to be granted. The letter is to be submitted to the attendance office on the day the student returns to school. Failure to provide this documentation will result in a parent permission absence.

**UNEXCUSED ABSENCES**

1. An unexcused absence shall be considered to be a willful absence (truant) from school if it is without the knowledge of the student’s parents/guardian.
2. Any other absence not considered excused in the two preceding sections will be counted as unexcused.
3. Any student who is truant or has an unexcused absence forfeits the right to make up any work for credit.
4. Students on short-term suspension from school (not to exceed ten days) shall be considered absent but excused for the purpose of absenteeism. These students will be expected to make up their school work and may receive full credit upon satisfactory completion. The sole responsibility for completing assigned work rests with the student. All make-up work should be returned to the appropriate teacher upon the student’s return to school. No suspended student will be denied the opportunity to take semester tests.
5. A student with four (4) or more unexcused absences per semester may be assigned consequences. Minimum—reprimand; Maximum—suspension.

**PARENT/GUARDIAN CONTACT**

The parent/guardian should contact the school attendance clerk by 9:00 a.m. any day that a student will be absent. Parents should provide their name, their child’s name and grade, and the reason for their child’s absence. In addition to assisting the school with the attendance record, parent/guardian notification to the school is a security measure to verify the locations of all students. Any other concerns over the child’s attendance or tardy record should be addressed with the attendance clerk.
Upon the second unexcused absence in any semester the parent/guardian will be notified by phone or letter that upon the fourth unexcused absence the student may be assigned to Saturday School and a petition will be filed with the County Prosecuting Attorney or City Prosecuting Attorney to request appropriate legal action necessary to improve the student’s attendance. Such notification may lead to a penalty of up to $500 plus court costs in accordance with A.C.A. 6-18-222.

Students with long-term, medically documented illness or injury may be allowed to make up work and may be given assistance in obtaining credit for courses in which they are enrolled.

COURSE CREDIT
Credit may be denied to students grades 9-12 enrolled in credit courses when a student has more than 15 total days absent in a semester.

DENIAL OF PROMOTION
Excessive absences may be a basis for denial for promotion or graduation.

GRADING
A student who is absent from any given class will be permitted to make up major tests and major assignments if the student has an excused absence. The student must make arrangements with the teachers on the first day the student returns to class to complete work missed because of an excused absence. A student will be given a “0” or “F” if the assignment(s) missed is the result of an “unexcused” absence.

MAKE-UP WORK
A student whose absence falls under the Excused Absence or Parent Permission Policy has the same number of days they were absent to turn in make-up work.

Students suspended from school will be expected to make up their school work and may receive full credit upon satisfactory completion. The sole responsibility for completing assigned work rests with the student. All make-up work should be returned to the appropriate teacher upon the student’s return to school.

Any unexcused absence or a truant student forfeits the right to make up any work for credit.

ASSIGNMENTS WITH DEADLINES
Work assigned that has a deadline for turning it in (such as projects, literacy analysis, term papers, leaf or bug collections, etc.) is due on that deadline date whether the student is absent or not. The deadline date is simply the last date that an assignment can be turned in.

STEPS TO FOLLOW WHEN ENTERING LATE OR LEAVING SCHOOL EARLY ENTERING:
1. Students entering late during any part of the day MUST check in through the attendance office. Students should have their parent/guardian call or
bring a note to the attendance office or an assistant principal stating the reason for entering late.

2. All students entering late will be counted as tardy. Entering after the first 20 minutes of a class will be counted as an absence.

**EXITS:**
1. Students are NOT allowed to leave campus unless their parent/guardian has signed them out in the front office OR they have an official exit from the office.
2. Students exiting early MUST bring a note to or have their parent/guardian call the attendance office BEFORE SCHOOL.
3. If a student re-enters after an exit, the student must bring their exit slip back to the attendance office when they check-in. If a student does not return from an appointment, his/her parent should notify the school.
4. If a student exits at any time during his/her last scheduled class of the day, the student will be counted ABSENT for that class period.
5. **CAMPUS IS CLOSED TO ALL STUDENTS DURING LUNCH.** Exits will not be issued between 11:30 and 1:20 unless the student is leaving for the day. If a student needs to leave and return during the time campus is closed, a parent or guardian must pick up the student in the front office. Failure to follow this policy will be considered truancy.

Failure to follow the above procedures will result in the absence being recorded as unexcused.

**ATTENDANCE POLICY (Students 18 or older)**

Each student 18 years old or older will be limited to a maximum of 15 days absence during any one semester. A student who is absent from any class more than 15 days per semester will be dropped from that class for the remainder of the semester. A failing grade will be recorded for the course. A student who is dropped from as many as two classes during a semester because of excessive absence will be dropped from school until the beginning of the next semester. The only exception to this policy will be made when a student exceeds the maximum number of allowable days absent as a result of severe personal or family medical problems (as certified by the attending physician), school business, or other extenuating circumstances as determined by the principal and/or assistant principal.

Students who are 18 years old or older may be dropped from class and/or school prior to being absent 15 days when there is evidence of lack of cooperation relative to this policy and acknowledgment that future attendance would not be meaningful. School suspension will not be counted against the students' maximum allowable 15 days absence.

**SEMESTER TEST EXEMPTION POLICY**

Students who have an A, B, or C in a class and have only three (3) excused absences or less in that class have the option of being exempt from
the semester test in that class. Students who qualify for the exemption but elect to take the test to raise their grade may not have their semester grade lowered because of the optional test.

**TARDINESS**

Promptness is expected of all students. A pupil who is not in his/her proper place when the tardy bell rings is considered tardy.

1. If you arrive late to school, you MUST check in through the attendance office. If you arrive within the first 20 minutes of a class, you will be counted tardy and receive a slip to go to class.
2. If you are late to a class, the teacher may require you to go to the office for a tardy slip.
3. If you have been detained by a teacher, ask for a note from that teacher before going to the office for a tardy slip.
4. Tardies are recorded per semester.
5. Repeated tardiness to a class will result in the following penalties:

   - **1st-3rd tardy** – Classroom policy applies. Teacher records and informs student.
   - **4th tardy** - Sent to office & given 1 day of lunch detention
   - **5th tardy** - Sent to office & given 2 days of lunch detention.
   - **6th tardy** - Sent to office & given 1 day in SDC.
   - **7th tardy** - Sent to office & given 1 day in SDC.
   - **8th tardy** - Sent to office & given 2 days of SDC
   - **9th tardy** - Sent to office & given 2 days of SDC
   - **10th tardy** - Sent to office: Discretion of the assistant principal, including but not limited to SDC, Saturday School, and/or denial of credit.

**ILLNESS AT SCHOOL/HEALTH CONCERNS**

Parents should call the school nurse for questions or concerns over their child’s health. The school nurse can provide information about the child’s health if that child has previously reported any concerns or problems. Parents should allow the school nurse to share any necessary information about their child with that child’s teachers.

The following procedures will be followed if you become ill at school:

1. A student becoming ill must report to the attendance office.
2. If a student has to stop by the restroom before coming to the attendance office, he must report to the attendance office as soon as possible or send someone to the office to notify the attendance office of his/her whereabouts.
3. Students are not to leave the building or stay in the restroom when they become sick.
4. Students who come to the health room may be sent home by the nurse after a parent/guardian is contacted. A parent/guardian can give permission to exit or send the student back to class.
5. Failure to follow these procedures will result in the student being considered truant. (See Penalties for Truancy)

**HALL PASSES**
Students are required to have a signed agenda giving permission to be out of the classroom.

**LEAVING CAMPUS**
Southside has a closed campus. After arriving on campus, no student may leave the campus for any reason without checking out through the office. Failure to follow the below procedures will result in the consideration of an unexcused absence.

1. If a parent/guardian wishes their child to leave school during the day, the parent/guardian must call or the child must bring a note to the ATTENDANCE OFFICE before school starts stating the time and reason for leaving. The student will then be given an exit permitting them to leave at the specified time.
2. Unexpected or emergency requirements to leave school can be arranged by telephone with the assistant principal or with the parent/guardian coming by the office to check the student out of school.
3. In order for a student to leave campus during the lunch periods, a parent/guardian must pick up the student through the front office.
4. Students are not to go out to the parking lots without permission from an assistant principal.
5. Failure to follow the above procedures will result in the absence being considered unexcused.

**TRUANCY**
A student absent without the consent of his/her parent/guardian is truant. Truancies are recorded per year. You are also considered truant if you:
- Leave school without checking out through the office,
- Are absent from a class without permission,
- Obtain a pass or transfer to go to a certain place and do not report there,
- Become ill and go home or stay in a restroom instead of reporting to the health room.

*Truancy will result in the following penalties:*
**1st Offense** – Parent/Guardians notified of the truancy. Student assigned 1 day in SDC and warned of the penalties for future truancies.
**2nd Offense** – Parent/Guardians notified of the truancy. Student assigned 2 days in SDC.
**3rd Offense** – Parent/Guardians notified of the truancy. Student assigned 3 days in SDC.
**4th Offense** – Parent/Guardians notified of the truancy. Students 17 years and younger are assigned 1 day of Saturday School. Students 18 years and older are given 5 days suspension.
5th Offense – Parent/Guardians notified of the truancy. Students 17 years and younger are assigned 2 days of Saturday School. Students 18 years and older are given 10 days suspension.

6th Offense – Parent/Guardians notified of the truancy and the student will be recommended for expulsion.

LUNCH
Southside has a cafeteria where students can purchase lunch either from a regular plate lunch or a variety of foods. The following rules must be observed when using the cafeteria:
1. Do not leave trays, paper, milk cartons, paper cups, or silverware on the tables. Return them to the dishwashing area and deposit them in the proper place.
2. No food or drinks allowed in any hallway, stairway, or room. All food and drink must be eaten in the cafeteria or in the pavilion behind the school.
3. It is not the responsibility of cafeteria personnel or custodians to clean up after you. It is your responsibility.
4. Must show own student I.D. If lost, additional I.D. cards can be purchased for $2.00 in the Media Center
5. Failure to abide by the above rules will result in disciplinary action.

TOBACCO POLICY
Smoking is not allowed on the Southside campus, parking lot, or in the building.

Penalties for violation of tobacco rules are:
1. A student in possession of cigarettes, electronic cigarettes, any tobacco products, lighters or matches will be given 1 day SDC and his/her parent/guardian will be notified.
2. A students’ second offense of tobacco possession will result in 3 days SDC and/or Opt to Stop.
3. A student using (1st offense) will be given 3 days suspension for outside use and 5 days suspension for inside use and his/her parent/guardian will be notified.
4. A students’ second offense of tobacco use will result in a 5-day suspension.
5. A student’s third offense of possession/use will be Principal’s discretion.

CONTROLLED SUBSTANCE RELATED DISCIPLINE PROCEDURES
(A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, beverage containing alcohol, other intoxicant or mood-altering substance of any kind, or other controlled substances, as defined in the State of Arkansas Uniform Controlled Substances Act 5-64-101. A student may not possess any
substance represented to be a controlled substance. A student may not possess any drug or alcohol paraphernalia.)

Students who involve themselves with illegal controlled substances (including alcohol) and participate in school activities are not appropriately fulfilling their responsibilities to properly represent their school and set good examples for others. Therefore, the following policy has been developed for school administrators to follow when controlled substance problems are encountered:

1. DISCIPLINARY ACTION TAKEN TOWARD STUDENTS WHO ARE INVOLVED WITH CONTROLLED SUBSTANCES:

   1st Violation - The student will be subject to disciplinary action which may include suspension from school and/or possible recommendation for expulsion and the police will be notified.

   2nd Violation - The student shall be suspended for a minimum of 10 days with a recommendation for possible expulsion. The police will be notified.

Controlled Substance – Activity Program

The activity program acts as an extension of the school curriculum and is an integral part of the educational program. Participation in activities helps prepare students for responsible roles in society, allows students the privilege of representing their school, and affords these students the opportunity to set good examples for others to follow.

2. DISCIPLINARY ACTION TAKEN TOWARDS STUDENTS WHO ARE INVOLVED WITH CONTROLLED SUBSTANCES AT SCHOOL OR WHILE PARTICIPATING IN A SCHOOL ACTIVITY AND ARE INVOLVED IN EXTRACURRICULAR ACTIVITIES:

   1st Violation - The student shall be removed from that said activity until all the requirements are met in Number 1, 1st Violation.

   2nd Violation - The student will be removed from all extracurricular activities and shall not be allowed to participate in any school activities for the remainder of that school year. Also see Number 1, the 2nd violation above.

3. DISCIPLINARY ACTION TAKEN TOWARD STUDENTS WHO ARE INVOLVED WITH CONTROLLED SUBSTANCES BUT NOT AT SCHOOL OR WHILE PARTICIPATING IN A SCHOOL ACTIVITY AND ARE INVOLVED IN EXTRACURRICULAR ACTIVITIES:

   1st Violation - Allow the coach or sponsor to handle individually. Student will not be suspended from school but may be suspended from the activity for a period of time, or suspended for a certain number of games or activities. Parents will be notified.
2nd Violation—The student will be dropped from the activity for the balance of the year and his/her parent/guardian will be notified. 

The administration reserves the right to recommend long term suspension or expulsion when the offense is serious enough to warrant the more severe penalty.

DRESS CODE FOR SECONDARY SCHOOLS

In order to enhance high standards and promote the teaching and learning process in our schools, we must encourage neatness, cleanliness, and decency in personal dress and appearance of all students and school personnel. In view of that, all students and school personnel will be expected to be dressed and groomed to present a respectable image by keeping with current styles and good taste during the school day and at school activities.

General:
1. Students will be expected to wear school clothing and not recreational apparel to school.
2. Styles must not infringe on the rights of others or pose a hazard to personal safety.
3. State health laws require that shoes be worn at all times.
4. Hair must be neat and clean.

Specific Prohibitions:
1) Clothing styles that are revealing to the point of disruption or distraction. Examples include but are not limited to the following:
   a) Spaghetti straps.
   b) Any type of strapless apparel.
   c) Shirts, blouses or tops that expose any part of the midriff.
   d) Any type of spandex apparel or clothing that is tight to the point of being inappropriately revealing.
   e) Low-cut attire, bare backs, halter tops, mesh attire, or shirts, tops or blouses with wide open sides, tank tops, see through clothing, etc.
   f) Underwear cannot be exposed.
   g) Leggings and tights must be covered by a skirt, shirt or dress that meets the fingertip rule.

2) Clothing or body art that advocates poor standards of character and citizenship. Items in this category include:
   a) Advertisements for alcohol, drugs or tobacco.
   b) Displays of excessive violence. Slogans associated with death, suicide or killing are included.
   c) Suggestive language, slogans or sexual connotations.

3) Clothing, drawings, body art, or items that denote or suggest membership in a public school fraternity, sorority, secret society or organization, or gang.

4) Short skirts. Skirt length must be longer than the extended fingertips when the arms and hands are extended straight at the sides.

5) Shorts or skorts.
a) Girls will be permitted to wear skirts, jeans, long slacks, or capri pants.
b) Boys will be permitted to wear jeans or long slacks. All jeans or slacks must be at least ankle length.
c) Shorts or skorts may be worn at activities before or after school, practices, rehearsals, or workouts at the discretion of the sponsor. All other dress code policies will be followed.

d) All clothing must be worn in the manner in which it was intended. Clothing with straps, suspenders, etc., must be worn with all straps properly fastened.

7) Clothing resembling sleepwear, such as pajamas, house shoes, slippers, etc. is prohibited.

8) Clothing with rips, tears or holes is prohibited. (Even if you are wearing tights, spandex, etc.)

9) Hats or other head coverings are prohibited on campus except at athletic events or outdoor activities. Bandanas are prohibited at all times.

10) “Sagging” or “bagging” is prohibited.

11) Gloves of any kind are prohibited.

12) Sunglasses (worn in the building) are prohibited.

13) Any type of chain, including wallet chains, dog chains or collars, or studded apparel is prohibited.

14) Students will not be allowed to wear, carry or use backpacks and tote bags during the school day. From 8:10-3:10 all backpacks and tote bags will be kept in the student’s locker. Backpacks must be placed in your locker when you arrive at school and can be picked up at the end of the school day.

15) Trench coats or overcoats cannot be worn during the day.

EXTRACURRICULAR ACTIVITIES

The Board of Education believes that student activities sponsored by the school district program are a vital part of the total education program and should be used as a means of developing wholesome attitudes and good human relations as well as knowledge and skills. The Board further recognizes that not all the district’s goals and objectives can be met in formal classroom study. Therefore, the district’s extracurricular programs will provide opportunities for student participation in activities designed to meet their leisure, recreational, social, and emotional interests and needs.

Extracurricular/non-instructional activities are defined as any school sponsored activity which is not part of a course of study including, but not limited to pep rallies, intramurals, clubs, athletic teams, cheerleaders, drill teams, and other similar groups. Student activities in the Fort Smith Public Schools will be governed by the following guidelines:

1. Student activities shall be scheduled for practices, meetings, performances, etc., outside the school day as much as is practical.

2. To participate in activities such as athletics, cheerleaders, drill teams, or similar organizations, a student must maintain a 2.0 grade point average each semester and pass four core subjects the previous semester. Honor societies and other select activities may establish higher academic requirements for participation.
3. All students participating in activities governed by the Arkansas Activities Association shall meet applicable standards for the particular activity.
4. Students shall not be eligible to participate in any athletic event or other extracurricular/non-instructional activity while on suspension.
5. Interruptions of academic classes should be kept to a minimum. (This policy is adopted as partial fulfillment of the requirements specified in Standard for Accreditation, Arkansas Public Schools.)

**SUSPENSION (OUT-OF-SCHOOL)**

Suspension from school is a penalty which may be used for chronic or serious infractions of school rules. Excessive suspension may result in expulsion. The following guidelines will be used when suspending a student:

1. Length of suspension will be determined by school authorities and will reflect the offense committed.
2. Parent/Guardians will be notified in writing of the action taken.
3. A student on suspension will not be allowed to participate in or attend any school activity at or away from school.
4. A student on suspension will not be allowed on school property unless accompanied by a parent/guardian on official business. Violation of this regulation will result in the student being prosecuted for trespassing and will also result in additional days of suspension.
5. When students have been notified that they are suspended from school, they shall remain away from all school district premises and any school district activities, in town or out of town, until the principal or designee reinstates them. Suspended students may return to school premises when accompanied by their parent/guardian for a student/parent/principal conference.
6. Students on short-term suspension from school (not to exceed ten days) shall be considered absent but excused for the purpose of absenteeism. These students will be expected to make up their school work and may receive full credit upon satisfactory completion. The sole responsibility for completing assigned work rests with the student. All make-up work should be returned to the appropriate teacher upon the student's return to school.
7. Secondary students who are suspended are required to attend the Program to Assist Suspended Students (PASS). Failure to attend PASS may result in additional sanctions. Students are expected to make up class work during the suspension and may receive full credit upon satisfactory completion. All make-up work should be returned to the appropriate teacher upon the student's return to school.
8. A student will be admitted back to school on the day following the end of the suspension after a satisfactory solution to his conduct is agreed on by parent/guardians and administrators in conference.
TYPES OF ACTION FOR WHICH A STUDENT MAY BE SUSPENDED OR
EXPELLED (including but not limited to:)

- Repeated truancy, excessive tardiness or excessive absences
- “Cutting” class
- Failure to attend Saturday School when assigned
- Fighting - Students fighting (aggressor or defender) will result in a
  minimum 5-day out of school suspension. The police may be notified and
  both students could be charged with disorderly conduct.
- Smoking, possession or use of tobacco products, lighters or matches
- Possession, use, sale or under influence of alcoholic beverages
- Possession, use, sale or under influence of a controlled substance,
  controlled substance literature or paraphernalia
- Possession or use of firearms or weapons on campus
- Possession of fireworks or other explosive devices
- Possession of pornographic or sexually explicit material
- Persistent violation of school regulations
- Hazardous or reckless driving in parking areas, school grounds, or access
  roads
- Profanity - will result in a 1-day minimum of SDC (In-school suspension).
  If directed toward another student up to 5-days out of school. If directed
  toward any faculty/staff up to 10-days out of school suspension.
- Open displays of affection or immoral conduct
- Willful refusal to follow reasonable instructions
- Stealing food from cafeteria
- Being in parking lots without permission
- Chains on billfolds, etc.
- Extreme dress that is disruptive to class, i.e.: sagging, costumes, etc.
- Destruction or defacing of school property
- Forging, falsifying, or possessing school forms or using forged notes or
  excuses
- Disrespect toward teachers or other school employees - “Any person who
  shall abuse or insult a public school teacher while such teacher is
  performing normal and regular or assigned school responsibilities shall be
  guilty of a misdemeanor and upon conviction shall be liable to a fine of not
  less than $100 nor more than $1,500.” (Act 6-17-106 of 1995)
- Fraternity/Sorority Activity School Policy: Prohibits as a breach of discipline
  the display, publication or announcement in any manner, on school
  property and in school facilities and with relation to any part or facet of the
  program, membership in a national high school fraternity or sorority. This
  is intended to include within the prohibition, at school or in connection with
  school activities, the wearing of fraternity or sorority insignia; the
  assembling of groups based on fraternity or sorority membership;
  influence or attempted influence upon school affairs or activities by pupils
  as members of fraternities or sororities; or communications orally or in
  writing in any manner of membership or any other fact regarding
  fraternities or sororities.
- Gang Activity Policy: Prohibits as a breach of discipline the display,
  publication or announcement in any manner, on school property and in
school facilities and with relation to any part or facet of the school program, membership in any gang. This is intended to include within the prohibition, at school or in connection with school activities, the wearing of gang insignia, colors, or clothing; the assembling of groups based on gang membership; influence or attempted influence upon school affairs or activities by pupils as members of gangs; or communications orally or in writing in any manner of membership of any other fact regarding gangs.

- Cheating on tests or other assignments
- Possession of a beeper, any electronic paging device, a laser light or laser pointer of any kind
- Use of cellular phones or I-Pod’s during the school day - All cell phones and I-Pod’s should be placed on silence during the school day.
- In-school suspension (SDC) violations
- Sexual harassment

**IN-SCHOOL SUSPENSION - STUDENT DISCIPLINE CENTER (SDC)**

In an attempt to provide an alternative to out-of-school suspensions, Southside has instituted the use of SDC (Student Discipline Center). This is a means of preventing a student from being regularly suspended from school and will give him/her the opportunity to carry on their regular work and be in attendance.

The following guidelines will be used when a student is assigned to SDC:

1. Students will attend the Student Discipline Center (SDC) the entire school day.
   a. One five-minute break in the morning and one five-minute break in the afternoon.
   b. Lunch will be eaten in the cafeteria under the supervision of the teacher.
2. If a student causes a problem to SDC he/she will be sent back to the assistant principal for additional disciplinary action.
3. Once a student has been assigned to SDC he/she must attend the required number of days. If he/she refuses, he/she will be suspended and will serve the required number of SDC days after suspension.
4. If a student is sent to the assistant principal from a particular teacher's classroom for a disciplinary reason and is assigned to SDC, he/she may be kept out of that class for that day and then assigned to SDC the following day.
5. Requests for class assignments for students who have been assigned to SDC will be put in the teachers' boxes by the end of the school day. Class assignments must be given to the SDC teacher at the beginning of first period the following day.
6. Students must attempt to complete all assignments by the end of the school day. If they do not complete them, they must have them completed by first period of the next day. Each day the seventh period SDC teacher will make a list of those students not completing their class assignments. This list will be given to the first period SDC teacher the following day. If students have not completed their assignments by the start of first period, they will be assigned an additional day of SDC.

7. Attendance in SDC will mean non-participation in extracurricular activities during school hours for that day or days. (This does not include those activities held after school -- 3:10 p.m.)

8. Electronic devices (including cell phones) are NOT allowed in SDC. Students assigned to SDC who bring an electronic device to school must leave it in their car or locker or check it in with the SDC teacher at the beginning of the day. Students in possession of an electronic device while assigned to SDC will be assigned additional consequences.

ARTICLES PROHIBITED IN THE SCHOOL

The following articles are hazardous to safety or disruptive to classes and are prohibited in the school (including but not limited to):

- Tobacco products - cigarettes, cigars, smokeless tobacco (snuff), chewing tobacco, lighters, matches, vapors, e-cigs, etc.
- Water pistols
- Sling shots
- Knives or weapons
- Firecrackers, smoke bombs, rockets, etc.
- Horns and other noisemakers
- Cap guns
- Drug paraphernalia and literature
- Laser pointers or laser lights of any kind
- Pornographic or sexually explicit material
- Backpacks or tote bags during the school day
- Playing cards of any kind
- Chains on billfolds
- Use of skateboards and other similar devices are prohibited on school property - Violators will be prosecuted.
- No pets of any kind are allowed on school property or at any school activity without the express permission of the building principal.
BRING YOUR OWN DEVICE POLICY

Digital devices such as smart phones, electronic notebooks, or laptops may be used in a classroom if the teacher has granted permission for their use under the Internet Acceptable Use Policy, District Handbook, Section XII. The Fort Smith Public Schools’ digital devices, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to digital devices issued directly to students, whether in use at school or off school premises.

Students are allowed to use privately-owned devices at school with prior authorization by school officials, provided that they comply with this policy and the accompanying rules.

The Cell Phone Policy below is still in effect for non-teacher approved use of digital devices or cell phones.

Students have no expectation of privacy in their use of school digital devices or a privately owned device while at school.

See the Fort Smith Public Schools Handbook for the full Bring Your Own Device Policy.

CELL PHONE POLICY

Cell phones can detract from school safety and crisis preparedness. The following is rationale for limiting access to phones during school hours.

1. Picture phones have been used to exploit personal information and compromise the integrity of educational programs. Cell phones have been used to take photos of people in locker rooms and restrooms.
2. Cell phones have been used to cheat on tests in classrooms.
3. Cell phones used by students can hamper rumor control and in doing so, disrupt and delay effective public safety personnel response.
4. Cell phones used by students can impede public safety response by accelerating parental response to the scene of an emergency during times when officials may be attempting to evacuate students to another site.
5. Cell phone systems can become, during an emergency, overloaded with large student use at a critical time hampering administrative and crisis team efforts to use them to communicate.

Cell phone offense/consequences:

1st Offense – Warning and confiscation of the device.*
2nd Offense – SDC for 1 day, confiscation of the device.*
3rd Offense – SDC for 3 days, confiscation of the device.*
4th Offense – Out of School suspension, confiscation of the device.*

*Phones confiscated from students will not be returned until the end of the next school day. If phones are confiscated on Friday, phones cannot be picked up until the next school day. The school will not be responsible for loss, damage, or theft of any electronic device brought to school or onto district property.
CHEATING

All students need to develop the character qualities of honesty and integrity. Students need to “pass” on their own efforts and ability and through study and commitment to hard work. To do anything less is not acceptable.

Students found cheating will be given a zero on whatever assignment is involved. A referral will be sent to the assistant principal’s office, the parent will be notified, and the student given a day of SDC. The second referral, whether by the same or different teacher, will result in suspension from school. A second referral in the same class will also result in dismissal from that class with an “F” for the semester. A third referral will lead to a 10-day suspension and recommendation for expulsion from Southside High School. Cheating compounded by theft and/or profiteering will be dealt with by dismissal from the class and suspension from school.

The following represents a partial list of the actions that will be considered cheating:

DURING A QUIZ OR TEST --
1. Looking at someone else’s paper
2. Talking with another student
3. Using “cheat notes”
4. Allowing another to see your paper

DURING OTHER SCHOOL ASSIGNMENTS --
1. Passing on information after a test or quiz
2. Copying another’s homework or letting others copy your homework
3. Plagiarizing another’s work as your own

THEFT AND/OR PROFITEERING -- (Includes but is not limited to :)
1. Stealing a test or answer sheet
2. Stealing teacher editions of textbooks
3. Selling test or information about any test or project
4. Making copies of tests or assignments
5. Receiving copies of tests or assignments

(Behavior not covered above)
6. The School District reserves the right to discipline student behavior which is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.
7. Students shall make restitution of any property stolen by them and shall be subject to other disciplinary measures.
LOCKERS

Lockers are assigned through the main office. These lockers are used for the entire year and locks must be provided by the student and be school approved combination type (Master V10 Series lock). Lockers are to be used to protect personal items and books and are not to be used to store or conceal illegal or prohibited items or material.

SEARCH, SEIZURE, AND MONITORING

Search and seizures are permissible when there is reasonable belief that a controlled substance, weapon, or items in violation of school policy are present (ACA 6-21-608). Student lockers are to be used to protect personal items and books and are not to be used to store or conceal illegal or prohibited items or material. Lockers remain the property of the Fort Smith Public School District and are subject to inspection by school officials for reasonable cause.

Privately-owned automobiles parked on school property may be searched by a school administrator if there is reasonable suspicion that the search would produce evidence indicating the student has violated the law or school rules.

School buildings and campuses (including parking lots) are subject to periodic search by the canine unit of the Fort Smith Police Department in an effort to reduce the presence of illegal and prohibited items on the campus.

Fort Smith schools use video surveillance to assist in security and investigations.

FIRE, BOMB THREAT, AND TORNADO DRILLS

Fire drill - Fire drills are held at various times throughout the school year to prepare students to exit the building in case of fire or other dangers. The following procedures must be followed to ensure maximum safety:

1. A fire evacuation plan is posted in every room. Students should become familiar with the plan for each room they are in.
2. When the fire alarm sounds, students must obey orders promptly and leave the building according to the evacuation plan.
3. The fire drill signal is a continuous series of blasts on the fire alarm.
4. Students are not to run, talk, pass others, or engage in any “horseplay” during drills or actual alerts.
5. Remain at least 100 feet from the building until the “all clear” signal is given. The “all clear” signal is a short series of blasts on the fire alarm.

Bomb Threat Drill - The regular fire drill evacuation routes will be followed in case of a bomb threat. Students will be notified by sound system when there is a bomb threat.
Tornado Drill - The signal for any emergency-except fire-will be a continuous siren. When the alarm sounds:
1. Students move quickly to the downstairs hallway.
2. Sit down as closely to the walls of the hallway as possible.
3. Lower heads between knees and cover head with hands to help avert flying glass or debris.
4. Roll will be checked.
5. The all clear signal will be one long ring of the bell.
6. Practice drills will be held prior to the tornado season.

**BUS REGULATIONS**

Buses are provided to transport students to and from school in certain areas of the city. This service is a privilege granted to those who do not abuse it. Failure to follow the rules set up for using this service will result in the student being suspended from using the bus service. Parents should call the school transportation supervisor for concerns over their child’s bus transportation.

The following rules must be observed by those using the bus service:
- Students should be on time at the designated pick up point.
- Bus riders are under the supervision of the driver and must obey his/her instructions.
- Keep head and hands inside the bus at all times.
- No “horseplay” or loud talking is permitted on the bus.
- Do not tamper with or damage any part of the bus.
- Do not leave your seat while the bus is in motion.
- Do not throw anything from the bus windows.
- No smoking, drinking or eating is permitted on the bus.
- Student behavior must not violate any rules listed in other sections of this handbook.
- Emergency exits are to be used only in case of an emergency.
- Be courteous to fellow students and to the driver.

**PARKING**

Southside High School provides parking space for student automobiles on its two parking lots. Students driving cars to school must obey the following regulations. Failure to abide by these regulations will result in disciplinary action ranging from warnings to suspension, or suspension of parking lot privileges, or both.

- Students must register their vehicles with the school each year. Failure to do so or giving incorrect information may result in disciplinary action.
- Students must park their vehicles only in the student parking lots when they arrive on campus and cannot “cruise” the lots. Do not sit in parked vehicles or loiter in the parking area.
- Vehicles must be parked in designated parking spaces and not in unauthorized areas.
- Do not park on any islands.
- Do not “jump” any curb to park.
- Do not park in grass areas or in “No Parking” areas.
- Abide by the posted speed limit signs.
- Do not block aisles, entrances, exits, service roads or other cars.
- Do not park on the service road, in front or back of the school or in either numbered “Faculty” parking lots.
- Large east lot is reserved paid student parking.
- Small north east corner lot and all of the large West lot is free parking
- Parking lots are subject to periodic search by the Canine Unit of the Fort Smith Police Department.
- Privately-owned automobiles parked on school property may be searched by a school administrator if there is reasonable suspicion that the search would produce evidence indicating the student has violated the law or school rules.

**BULLYING POLICY**

Verbal or physical abuse is called bullying. Bullying is against the rules and can get you suspended or expelled. If someone bullies you or you see someone bullied, get help by telling an adult.

**BACKPACKS**

Backpacks must be placed in your locker when you arrive at school and can be picked up at the end of the school day.
Test Dates for 2018-2019  Test Coordinator: Natalie Throneberry

ACT / ASPIRE (window) .................. April 8 to May 10
ACT (grade 11) ............................. Feb. 20
AP Exams .................................. May 6
PSAT/NMSQT (10th/11th) .............. October 16 – May 17
ASVAB (11th) ............................. TBA
ELPA (window) ........................... Jan. 29 to March 9

ACT .................................. September 8
............................................. October 27
............................................. December 8
............................................. February 9
............................................. April 13
............................................. June 8
............................................. July 13
SAT .................................. August 25
............................................. October 6
............................................. November 3
............................................. December 1
............................................. March 9
............................................. May 4
............................................. June 1

Guidance Activities Scheduled for Parents  Dates
College Fair ........................................................... September 18
Financial Aid Workshop ............................... September-date TBA
For ACT/SAT I/II .................................................. School Code 040837

Counselor Assignments
A - D  Savannah Smith, Director of Guidance
E - Lar  Amy Slater
Las - Ra  Sarah Williams
Re - Z  Trisha Neal
Jaime Walls, Guidance Secretary

www.shscounseling.pbworks.com

Top Ten Reasons to See Your School Counselor
1.  Credit Recovery Options
2.  Grades
3.  Test Interpretation
4.  Problem Solving
5.  Enrichment Opportunities/Programs
6.  College & Career Planning
7.  Community Referrals
8.  Financial Aid/Scholarship Information
9.  Recommendations
10.  High School Course Selections
HIGH SCHOOL TRANSCRIPT REQUEST
PLEASE ALLOW 48 HOURS TO PROCESS REQUEST.

Cost is $2.00 per copy for Graduates and $1.00 per copy for current students.

I AM REQUESTING A COPY OF MY TRANSCRIPT:

Student Name (print) __________________________________________
Maiden Name (print) __________________________________________
Student ID: ______________________ or Social Security Number: xxx-xx-_______
Date of Birth _____/____/_____ Year of Graduation ________________
If you did not graduate, provide year and grade of last attendance _______________
Signature __________________________________________ Date _____/_____/____

PLEASE SELECT ONE OF THE FOLLOWING DELIVERY METHODS:

_____ I will pick up _____ copies  Note: Please pick up in the Registrar’s Office

Circle one: In sealed envelope or unsealed  
______ Please fax a copy to: (_______) _______ - ________
________ Picked up by designee: ________________________________
(must show ID)
_____ Please mail a copy to the following address:
Name of College/University __________________________________________
Address _________________________________________________________
City, State and Zip _____________________________________________

Name of College/University __________________________________________
Address _________________________________________________________
City, State and Zip _____________________________________________

** Please add any additional school addresses to the back**

ARE THERE ADDITIONAL MAILING ADDRESSES ON THE BACK? _____Yes_____No