

# **SOUTHSIDE HIGH SCHOOL**



## **MAVERICKS**

**2022-2023**

### **Student Handbook**

#### **Mission Statement**

The Maverick community's mission is to ensure high levels of academic and personal growth for all students.

*Excellence: our tradition and your future.*

*(Revised August 25, 2021)*

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## **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 student handbook. There is no cost to current students for digital transcripts. Non-active students may request transcripts for a fee of \$2.00. *There is a 48 hour processing window to complete the transcript request. Fax number for registrar: 479-648-8287.*

### **TRANSCRIPT REQUEST GUIDELINES**

*TO REQUEST A TRANSCRIPT:*

#### **STUDENTS OVER 18**

- Must have a written request faxed, mailed or brought in to include date of birth, year of graduation, dated and signed.
- Once a student is 18 and is no longer an active student, a parent can't request a transcript without written permission.

#### **STUDENTS UNDER 18**

- Parents, guardians, or students may request w/o written permission.
- Schools, colleges, social security divisions, courts, military may request a transcript or proof of student enrollment, but must fax or mail a written request.
- NCAA may request by fax or mail.

#### **VERIFICATION OF GRADUATION**

- Companies must fax or mail a verification request including name at time of graduation, date of birth and graduation year. No graduation information will be verified by phone.

Southside High School  
4100 Gary Street  
Fort Smith, AR 72903  
Phone: 479-646-7371  
[www.fortsmithschools.org](http://www.fortsmithschools.org)

Registrar/Fax: 479-648-8287  
Registrar/email: [jcarver@fortsmithschools.org](mailto:jcarver@fortsmithschools.org)

## HIGH SCHOOL TRANSCRIPT REQUEST

PLEASE ALLOW **48 HOURS** TO PROCESS REQUEST.

Cost is **\$2.00 per copy** for graduates. No fee for active 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

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# **SOUTHSIDE HIGH SCHOOL**

## **Administration**

### ***Principal***

Mr. Jeff Prewitt

### ***Assistant Principals***

Michelle Burnett

Matt Coleman

Rachael Foster

Jeff Mosby

### ***Counseling Staff***

Cindy Lattimore

Gaye Mings

Trisha Yepez

Savannah Smith

Sarah Williams

### ***Secretaries***

Tracy Person - Secretary to Jeff Prewitt

Angela Oxford- Finance

Jackie Carver - Registrar

Jennifer Didion - Attendance

Kassandra Caudle - Receptionist

Darcy Wollscheid - Receptionist

Karen Caruthers - Receptionist

Jaime Walls - Secretary to the Counselors

Jamie Chance - Secretary to Jeff Mosby and Michelle Burnett/ Class of 2022 and 2023

Kacy Shingleton- Secretary to Matt Coleman and Rachael Foster/ Class of 2024 and 2025

*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), 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), age (The Age Discrimination Act of 1975) or genetic information (Title II of the Genetic Information Nondiscrimination Act of 2008). The coordinator and contact person for all the above civil rights areas is the Assistant Superintendent for Personnel and Support Services, Fort Smith Public Schools, P. O. Box 1948, Fort Smith, AR 72902-1948, phone, (479) 785-2501.*

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## INTRODUCTION

The school is a community, and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community. All any school has to offer is the opportunity for people to learn.

Communication: At no time should parents/guardians be in doubt of their student's progress. If parents/guardians have questions or there has been a misunderstanding, please call the school for an appointment with the teacher, counselor, and/or principal.

## CLUBS AND ORGANIZATIONS

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

### CLUBS & ORGANIZATIONS

Art Club  
Asian Culture Club  
Columbians/Interact  
Debate/Forensics  
DECA  
Drama/Thespians  
E-Sports  
Educators Rising  
FBLA  
FCA  
FCCLA  
French Club  
Future Medical Prof of America  
German Club  
Girls Who Code  
GSA  
Habitat for Humanity  
History Club  
Key Club  
Mu Alpha Theta  
National Forensics League  
Partners Club  
Partners In Christ

Psychology Club  
Quill & Scroll  
Red Shoe Club  
Robotics

### COUNCILS

Student Council  
Senior Council  
Junior Council  
Sophomore Council  
Freshman Council

### MUSIC

Band  
Choir  
Orchestra

### ACTIVITIES

Drama/Thespians  
Debate/Forensics  
Quiz Bowl/Science Bowl

### HONOR SOCIETIES

French National Honor Society

German National Honor Society  
JCL-Latin Honor Society  
National Business Honor Society  
National Honor Society  
Spanish National Honor Society

### SPORTS

Baseball  
Basketball  
Bowling  
Cheerleaders  
Cross Country  
  
Football  
Golf  
Soccer  
Softball  
Southern Belles  
Swimming  
Tennis  
Track and Field  
Volleyball  
Wrestling

## BELL SCHEDULE

<b>8:00</b>	<b>1st Bell</b>
<b>8:05 - 8:53 (48)</b>	<b>1st Period</b>
<b>8:58 - 9:46 (48)</b>	<b>2nd Period</b>
<b>9:51 - 10:20 (29)</b>	<b>3rd Period (FLEX)</b>
<b>10:25 - 11:13 (48)</b>	<b>4th Period</b>
<b>11:18 - 12:06 (48)</b>	<b>5th Period</b>
<b>6A-Lunch 12:06-12:36 (30)</b>	<b>6A-Class 12:11-12:59 (48)</b>
<b>6B-Class 12:41-1:29 (48)</b>	<b>6B-Lunch 12:59-1:29 (30)</b>
<b>1:34 - 2:22 (48)</b>	<b>7th Period</b>
<b>2:27 - 3:15 (48)</b>	<b>8th Period</b>



# SCHOOL YEAR CALENDAR



## 2022-2023 SCHOOL CALENDAR

Revised 12.14.2021

### July 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### August 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### September 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### October 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### November 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### December 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### August

12 Teacher Work Day
15, 16, 17, 18 Professional Development
19 Teacher Work Day
22 Students Report

### September

5 Labor Day Holiday - No School
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### October

18 End of First Quarter (41 days)
21 Professional Development (Teachers Report - No School)
24 Parent-Teacher Conferences (MS/HS) 3:30 p.m. - 6:30 p.m.
25 Parent-Teacher Conferences (Elementary) 3:30 p.m. - 6:30 p.m.
27 Parent-Teacher Conferences (All Schools) 3:30 p.m. - 6:30 p.m.

### November

21-25 Thanksgiving Break
--------------------------

### December

21 End of Second Quarter (40 Days)
22 - 30 Winter Break

### January

2-3 Winter Break
4 Professional Development (Teachers Report - No School)
5 Students Report
16 Martin Luther King, Jr. Holiday - No School

### February

17 Professional Development (Teachers Report - No School)
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### March

14 End of Third Quarter (47 days)
20 - 24 Spring Break
27 Parent-Teacher Conferences (MS/HS) 3:30 p.m. - 6:30 p.m.
28 Parent-Teacher Conferences (Elementary) 3:30 p.m. - 6:30 p.m.
30 Parent-Teacher Conferences (All Schools) 3:30 p.m. - 6:30 p.m.

### April

7 Holiday - No School
-----------------------

### May

18 Southside High School Graduation
19 Northside High School Graduation
29 Memorial Day - No School

### June

1 Last Student Day, End of Fourth Quarter (50 days)
2 Professional Development (Flex)

### January 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### February 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

### March 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### April 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### May 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
29	29	30	31			

### June 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**Instructional & Teacher Contract Days:** Calendar includes 178 Student Instructional Days & 190 Teacher Contract Days. Teacher calendar includes 7 Professional Development Days, 1 PD Flex Day, 2 Teacher Workday/Records Days, and 2 Days Credit for Parent-Teacher Conference Times.

**Alternative Methods of Instruction Days (Bad Weather Days):** If the Superintendent declares a bad weather day or cancels school due to other emergency circumstances, the District can implement up to 10 Alternative Methods of Instruction Days (AMI) per Arkansas Act 862. Per AMI, students will complete assignments to make up for the missed instructional day at school. Due to AMI, up to 10 days will not need to be made up due to bad weather. Per Act 862, the District may also use AMI days in the case of other emergencies like "a contagious disease outbreak, inclement weather, or other acts of God, or a utility outage."



## GRADUATION REQUIREMENTS

To graduate from the Fort Smith Public Schools, a student must earn a minimum of twenty-three credits. Credits are earned at the rate of 0.5 credits per class per semester. Smart Core graduation requirements were developed by the Arkansas Department of Education to prepare students for college and career, post-secondary educational opportunities.

Subject Area	Fort Smith Requirements	Arkansas Smart Core Requirements
<b>English*</b>	<b>4 credits</b>	<b>4 credits</b>
<b>Math</b>	<b>4 credits</b> 1 credit of Algebra 1 credit of Geometry 1 credit of Algebra II 1 credit of additional math or Computer Science Flex	<b>4 credits</b> 1 credit of Algebra 1 credit of Geometry 1 credit of Algebra 2 1 credit of math higher than Algebra 2 or approved Computer Science
<b>Science</b>	<b>3 credits</b> 1 credit of DESE approved Physical Science 1 credit of DESE approved Biology 1 credit of DESE approved third science or Computer Science Flex	<b>3 credits</b> 1 credit of DESE approved Physical Science 1 credit of DESE approved Biology 1 credit of DESE approved third science or Computer Science Flex
<b>Social Studies</b>	<b>3 credits</b> 1 credit of World History .5 credit of Civics** 1 credit of American (U.S.) History .5 credit of economics or equivalent course***	<b>3 credits</b> 1 credit of World History .5 credit of Civics** 1 credit of American (U.S.) History .5 credit of economics or equivalent course***
<b>Physical Education</b>	<b>1.5 credits</b> 1.5 credit of PE, Athletics, Cheer, Dance, or JROTC I. 1.0 credit of this requirement can be earned through marching band.	<b>.5 credits</b>
<b>Health</b>	<b>.5 credits</b> .5 credit can be earned in JROTC II.	<b>.5 credits</b>
<b>Oral Communication</b>	<b>.5 credits</b> Can be earned in English 10.	<b>.5 credits</b>
<b>Fine Arts</b>	<b>.5 credits</b> Courses considered Fine Arts include Band, Choir, Orchestra, Music Theory, Music Appreciation, Theatre, Stagecraft, & Visual Arts.	<b>.5 credits</b>
<b>Career Focus</b>	<b>6 credits</b> Class of 2023 and beyond .5 credit of Keystone This high school credit will be earned in 8th grade in FSPS through Career Connections.	<b>6 credits</b>

*\*ADE Act 1280 requires all students to complete a digital learning course which will be embedded into the English 12 course offerings. \*\*ADE Act 478 requires all students to pass the civics portion of the Naturalization Test used by the US Citizenship and Immigration Services. \*\*\*ADE Act 480 requires all students to complete a course that includes specific personal finance standards in either grade 10, 11, or 12. These courses include Economics (Social Studies) or Financial Literacy (Career and Technical Education).*

*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/her IEP (Individual Education Program) as established by the student's programming committee.*

## GRADUATION

To be a graduate of a Fort Smith high school, students must have been in attendance at that school during the final semester before graduation and have earned at least two credits in that semester. Students may not take a final requirement in a summer session and satisfy graduation requirements for Fort Smith Public Schools if all other high school work has been completed elsewhere. Enrollment must occur within the first 10 days of the final semester.

Students desiring to graduate early must do the following:

- Declare their intention to graduate by the first day of the intended graduation year
- Outline a plan in which all 23 required credits will be met
- Obtain the principal's approval

**A student must have completed all required units of credit to be eligible to participate in spring commencement exercises.**

### Diploma Requirements

<b>Diploma</b>	Meet requirements for graduation.
<b>Honors Diploma</b>	Meet requirements for graduation; accumulate a 3.0 grade point average; pass eight units of Pre-AP and/or AP courses.
<b>AP Capstone Diploma (Southside)</b>	Meet requirements for graduation; earn scores of 3 or higher in AP Seminar and AP Research and on four additional AP exams of the student's choosing.

No students can participate in any senior class or graduation activities unless they have met or are meeting all requirements for graduation. Diplomas will be awarded to students following completion of final credits. For more specific information concerning courses and graduation, students should see their counselor.

Southside posts a recognition roll at the close of the first and second semester. To qualify for this honor, students 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.

Credit Recovery is available to students through Schoology. Students interested in Credit Recovery should speak to their counselor.

## 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. Only AP classes receive additional points for rank, and rank is based on GPA. See the following grading scale and grade point scales:

<b>Grade Scale</b>	<b>Regular, CC, &amp; Pre AP</b>	<b>Advanced Placement</b>
90 -100 = A	A = 4	A = 5
80 - 89 = B	B = 3	B = 4
70 - 79 = C	C = 2	C = 3
60 - 69 = D	D = 1	D = 2
Below 60 = F	F = 0	F = 0

## ADVANCED PLACEMENT COURSES

Advanced Placement courses (AP) prepare students for Advanced Placement tests through which students may obtain college credit. AP classes are college-level classes taught in high school. AP courses are governed by the College Board Curriculum and teachers are trained to teach those courses. Course descriptions may be found at [apstudent.collegeboard.org/apcourse](http://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, or if students drop the course without completing the course, the class will then revert to the 4.0 grading scale. A corrected final transcript will be sent to post-secondary institutions.

## ACADEMIC ACTIVITIES

Parents/guardians and teachers should be partners in the education of students. Their joint efforts in assigning and monitoring learning activities 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.

Academic activities 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 1/2 hours per day.

Homework may be assigned, clearly stated, reviewed, and feedback provided to students regularly. 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 learning activities.
2. Demonstrate a simple step-by-step process of completing learning activities.
3. Model the techniques of listening, following instructions, note-taking, reading for comprehension, preparing papers and locating materials.
4. Have students demonstrate their mastery of independent skills.
5. Teach the students how to organize materials and to work independently.

## **SOUTHSIDE MAVERICK LIBRARY INFORMATION**

**(This Information is Subject to Change)**

Patrons of the Southside Maverick Library have access to numerous print materials as well as eBooks. Links to the online card catalog, databases for research purposes, and other resources can be found on the Southside Library Website.

The book checkout limit is three books. Books not returned will result in the patron paying the replacement cost of the book.

Students are expected to abide by all classroom, school, and library policies and procedures when working, studying, or reading in the library.

### **HIGH SCHOOL POLICIES AND REGULATIONS**

Students are expected to acquaint themselves with the special policies and regulations effective in the high school. Questions concerning school policies should be discussed with the principal, 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.

### **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**

Attendance is important to a successful school experience. Students are expected to be present for class daily.

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

**SCHOOL BUSINESS: Students who are out of the building for school business are not considered absent.**

1. School Business activities are learning opportunities that are available outside of the school building.
2. Students involved in these activities are responsible for arranging to have their work from any class missed ready to turn in upon returning to class.
3. Work missed due to a School Business activity must be made up as directed by the teacher.

**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.) This is especially important during days on which standardized tests are administered. Parents/guardians are strongly urged not to schedule appointments on standardized test days.

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5. Death or serious illness in the immediate or extended family. (Official written verification may be required.)
6. Following the death of an immediate family member (parent, sibling, or grandparent), students may be excused for a total of 3 days for bereavement. Days missed in addition to these 3 days will be counted as parent permission. A funeral announcement will need to be provided in order to excuse the absence. This total will include any travel time should the funeral be out of town.

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 a note or phone call, the day the absence occurs.
2. The student may not exceed five (5) parent permission absence days for the year (August through May). 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 students 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, truancy, 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. 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.
4. A student with four (4) or more unexcused absences per semester may be assigned consequences.

### **PARENT/GUARDIAN CONTACT**

Parents/guardians should contact the school attendance clerk by 9:00 a.m. any day that a student will be absent. Parents/guardians should provide pertinent information to the attendance clerk. 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 student's attendance or tardy record should be addressed with the attendance clerk.

Upon the 5th unexcused absence in any semester a letter will be sent to the parent/guardian notifying the student that upon the 10th unexcused absence of the same semester the student may be denied promotion or credit. Before a student accumulates the 10th day of unexcused absence for the semester the student, the student's parents, or guardian, may petition the school principal for a conference to address the student's absences (Act 1223 of 2011). Exceptions to this rule will be made in accordance with the student's IEP or 504 plans.

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.

### **LEGAL NOTIFICATION**

Upon notification by the School District that a student of mandatory school age is no longer attending school or has 10 consecutive absences in any class, the County Prosecuting Attorney or City Prosecuting Attorney will be notified that the student is no longer attending school. Students with unexcused absences in excess of 10 total days in any one semester may be considered delinquent, and appropriate notification to the County Prosecuting Attorney or City Prosecuting Attorney may be made subject to the directions of the Superintendent or his/her designee.

The Fort Smith School District shall notify the Arkansas Department of Finance and Administration whenever a student 14 years of age or older is no longer attending school, and the Department of Finance and Administration shall suspend the student's learner permit or driver's license until the student re-enrolls and is successfully attending school.

### **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 (15 days per semester) may be a basis for denial for promotion or graduation. Before a student reaches 15 days of absence in a semester, the parent or guardian may petition the principal for a conference to address the student's absences. The plan to address the absence problem will be formalized into a written agreement to include the conditions of the agreement and the consequences for failing to fulfill the requirements of the agreement.

### **GRADING**

A student who is absent from any given class will be permitted to make up "high leverage" assignments. The student must make arrangements with the teachers on the first day the student returns to class to complete work.

### **MAKE-UP WORK**

An excused absence shall afford the student the privilege of making up all assignments and/or class activities as the teachers direct. Students may have the opportunity to submit work to demonstrate mastery of the material and replace zeros in the grade book.

Students suspended from school will be expected to make up their school work and will 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 or submitted electronically to the Schoology LMS during the suspension period.

## **STEPS TO FOLLOW WHEN ENTERING LATE OR LEAVING SCHOOL EARLY:**

1. Students should have their parent/guardian call the front office for an exit if needing to leave during a class period. Parent/guardian must physically sign students during lunch periods. Southside High School is a closed campus.
2. All students entering late will be counted as tardy. Entering after the first 20 minutes of a class or exiting prior to the last 20 minutes of a class will be counted as an absence.

### **EXITS:**

Students are NOT allowed to leave campus unless their parents/guardian call the front office for an exit.

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

Students who are 18 years old or older may be dropped from class and/or school if they fail to make adequate academic progress.

## **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.

1. Each teacher will keep records on a per class basis. The teacher will inform the students of their exemption status.
2. Students will have been enrolled during the entire semester. Students transferring in during the semester cannot be exempt from tests that semester.
3. Three (3) tardies in a class will equal one (1) day of absence.
4. School business absences will not be counted.
5. During semester tests all procedures will be followed.
6. Absences as a result of out-of-school suspension or truancy will cause a student to forfeit their opportunity for semester test exemptions.

## **TARDINESS PENALTIES**

1. Promptness is expected of all students. A pupil who is not in his/her proper place when the tardy bell rings is considered tardy.
2. If a pupil has been detained by a teacher, the student should ask for a note from that teacher before going to the office for a tardy slip.
3. Tardies are recorded per semester. For the purposes of semester test exemptions 3 tardies equal 1 absence.
4. Repeated tardiness to class will result in the following penalties:
  - 1st-2nd tardy** – Classroom policy applies. Teacher records and informs the student.
  - 3rd tardy** - Sent to office & given 1 20 minute after school detention
  - 4th tardy** - Sent to office & given 1 40 minute after school detention
  - 5th tardy** - Sent to office & given 2 40 minute after school detentions
  - 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, and/or denial of credit.



## **ILLNESS AT SCHOOL/HEALTH CONCERNS**

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

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

1. Ill students must report to the nurse's office.
2. If students must stop by the restroom before coming to the nurse's office, they must report to the nurse's office as soon as possible or send someone to the office to notify the attendance office of their 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 valid hall pass from a teacher or administrator giving permission to be out of the classroom. The student planner will serve as the hall pass for students. The classroom teacher will sign the student out of class noting the time the student leaves and returns. When a student leaves the classroom, they will be required to place their cell phone on the teacher's desk or appropriate area designated by the teacher.

## **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 an unexcused absence.

1. In order for a student to leave campus during lunch periods, a parent/guardian must pick up the student in person through the front office.
2. 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.
3. 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.
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 unexcused and disciplinary action.

## TRUANCY

Students absent without the consent of their parents/guardians are truant. Truancies are recorded per year. Students are also considered truant if they:

1. Leave school without checking out through the office.
2. Are absent from a class without permission.
3. Obtain a pass or transfer to go to a certain place and do not report there.
4. 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.

**Subsequent offenses will be left to administrator discretion.**

**Truant students will forfeit the right exemption from semester tests.**

## 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. Outside deliveries of any kind will not be permitted.
2. 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. Discipline actions will be taken if students' items are not picked up and put away in the proper area.
3. Students are discouraged from taking food into hallways, stairwells, or classrooms. Students are expected to police their own trash.
4. It is not the responsibility of cafeteria personnel or custodians to clean up after students; it is the students' responsibility to do so.
5. Failure to abide by the above rules will result in disciplinary action.

## **TOBACCO POLICY**

Smoking and/or possession of tobacco, tobacco related products, or electronic cigarettes of any kind is not allowed on the Southside campus, parking lot, in the building, or at any school sponsored activity. Further, it is against the law in the state of Arkansas.

### **Violation of tobacco rules will result in the following penalties:**

**1st Offense:** Parents/Guardians notified of the offense. Student assigned 3 days SDC.

**2nd Offense:** Parents/Guardians notified of the offense. Student assigned 3 days out of school suspension.

**Students and parents should note: Students will be issued a citation.**

**Subsequent offenses will be left to administrator 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, beverages 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 are involved 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 will include a 5 day suspension from school and/or possible recommendation for expulsion. The SRO will be notified and a citation will be issued to the student.

**2nd Violation:** The student shall be suspended for a minimum of 10 days with a recommendation for possible expulsion. The SRO will be notified and a citation may be issued to the student.

### **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 2<sup>nd</sup> 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 their 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 a more severe penalty.**

### **DRESS CODE FOR SECONDARY SCHOOLS**

In order to enhance high standards and promote the teaching and learning process in our schools, Fort Smith Public Schools must encourage neatness, cleanliness, and decency in the dress and appearance of all students and school personnel. As such, 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. Some exceptions may be applicable in the event of spirit dress-up days. Dress code will be checked everyday 1st period for violations.

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 or tank tops. Shirts must cover the space from the edge of the neck to the tip of the shoulder.
  - 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. Leggings and tights must be covered by a skirt, shirt or dress that meets the mid-thigh rule.
  - f. Low-cut attire, bare backs, halter tops, mesh attire, or shirts, tops or blouses with wide open sides, tank tops, see through clothing, etc.
  - g. Underwear cannot be exposed. "Sagging" or "bagging" is prohibited.
2. Clothing or body art that advocates poor standards of character and citizenship. Items in this category include:
  - a. Advertisements for alcohol, drugs, tobacco or pornography.
  - 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. Shorts or skorts must be mid-thigh length all the way around the body. Holes and/or rips in the shorts or pants may not be above the mid-thigh. Spandex or form fitting shorts are not allowed regardless of the length. Skirts worn by girls should be at least mid-thigh length.

5. 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.
6. Clothing resembling sleepwear, such as pajamas, house shoes, slippers, etc. is prohibited.
7. Hats, hoodies, or other head coverings are prohibited in the building except at athletic events or outdoor activities. Exceptions will also be allowed for students whose religion requires head coverings.
8. Sunglasses (worn in the building) are prohibited.
9. Any type of chain, including wallet chains, dog chains or collars, or studded apparel is prohibited.
10. Trench coats or overcoats cannot be worn during the day.
11. Any clothing resembling costume attire including make-up and head/face coverings are prohibited.
12. Dress code will be checked everyday 1st period.
13. Students will have the opportunity to correct their attire or the office will work to provide proper attire.

**Dress Code Violations will result in the following penalties:**

**1st offense:** Sent to the office and the office will correct the violation and document.

**2nd offense:** Sent to office & given 1 20-minute after school detention

**3rd offense:** Sent to office & given 1 40-minute after school detention

**4th offense:** Sent to office & given 2 40-minute after school detentions

**5th offense:** Sent to office & given 1 day in SDC.

**6th offense:** Sent to office & given 1 day in SDC.

**7th offense:** Sent to office & given 2 days of SDC

**8th offense:** Sent to office & given 2 days of SDC

**9th offense:** Sent to office & punishment will be up to the discretion of the assistant principal, including, but not limited to, SDC.

## **DISCIPLINE**

It is impossible for teaching or learning to take place in a classroom unless good order is maintained. The staff and faculty at Southside have a positive, professional attitude toward discipline that fosters and rewards mature, responsible behavior by students. However, if a student does behave in a disruptive manner or disobeys school rules, there are certain minimum steps that will be followed that insure the involvement of teacher, parent, counselor and administrators with the student to correct the behavior problem. All discipline will be recorded in eSchool. If it becomes necessary to suspend a student for behavior problems, all entitlements of due process of the law will have been met. Disciplinary actions may be appealed. All appeals must begin with the building principal.

## **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 the student 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 is allowed.
  - b. Lunch will be eaten in the cafeteria under the supervision of the teacher.
2. If a student causes a problem in SDC, the student will be sent back to the assistant principal for additional disciplinary action.
3. Once students have been assigned to SDC, their parents/guardians will be notified.
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, the student may be kept out of that class for that day and then assigned to SDC the following day.
5. All assignments will be available in Schoology and will be due on the date assigned by the teacher.
6. Students are expected to be working for the entire time they are in SDC. If students refuse to work, they will be referred back to an assistant principal for further discipline.
7. Students assigned to SDC will be excluded from extracurricular activities during school hours for that day or days. (This does not include those activities held after school -- 3:15 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.
9. Students who are sent to the office for disciplinary purposes, when in SDC, will serve out of school suspension.

### **TYPES OF ACTION FOR WHICH A STUDENT MAY BE RECEIVE SDC include, but are not limited to:**

- Repeated truancy, excessive tardiness, or excessive absences
- Skipping class
- Disruption during the day that would prevent students from learning
- Smoking, possession or use of tobacco products, lighters or matches
- 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.
  - If directed toward another student, up to 5 days of out-of-school will be assigned.
  - If directed toward any faculty/staff, up to 10 days of out-of-school suspension will be assigned.
- Open displays of affection or immoral conduct
- Willful refusal to follow reasonable instructions
- Stealing food from cafeteria
- Being in parking lots without permission
- Extreme dress that is disruptive to class, i.e.: sagging, costumes, etc.
- Cheating on tests or other assignments
- Possession of a laser light or laser pointer of any kind
- Unapproved use of cell phones or electronic devices during instruction time.
- Sexual harassment
- Repeated dress code violations

## **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. Parents/guardians will be notified in writing of the action taken.
3. Students on suspension will not be allowed to participate in or attend any school activity at or away from school.
4. Students 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 students 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 upon completion of their suspended days.
6. Students on short-term suspension from school (not to exceed ten days) will be expected to complete their school work and will receive full credit upon satisfactory completion. The sole responsibility for completing assigned work rests with the student. All work will be due on the date established by the teacher. All assignments will be available in Schoology.
7. If a student is suspended they will forfeit the right to be exempt from semester tests.

### **TYPES OF ACTION FOR WHICH A STUDENT MAY BE SUSPENDED OR EXPELLED include, but are not limited to:**

- Repeated truancy, excessive tardiness or excessive absences
- “Cutting” class
- 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 the influence of alcoholic beverages
- Possession, use, sale or under the 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.
  - If directed toward another student, up to 5 days of out-of-school suspension will be assigned.
  - If directed toward any faculty/staff member, up to 10 -days of out-of-school suspension will be assigned.
- Open displays of affection or immoral conduct
- Willful refusal to follow reasonable instructions
- Stealing food from cafeteria
- Being in parking lots without permission
- 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)
- 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 laser light or laser pointer of any kind
- Unapproved use of cell phones or iPods during instruction time.
- In-school suspension (SDC) violations
- Sexual harassment

### **PROHIBITED ARTICLES IN THE SCHOOL**

The following articles are hazardous to safety or disruptive to classes and are prohibited in the school. **All violators of the following prohibited articles could face prosecution. Disciplinary action will be administered at the discretion of administration. Prohibited articles include, but are 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
- Chains on billfolds
- Use of skateboards and other similar devices are prohibited on school property
- 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 smartphones, 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/ELECTRONIC DEVICES**

It is important that students and parents recognize the importance of effective use of instructional time while at school. Disruption and interruptions must be kept to a minimum. Students are prohibited from operating electronic devices during instructional time without permission. Instructional time is when the bell rings to begin the class period until it rings to end the period, 1st through 7th periods. Students may not use their devices in the office areas without permission. Digital devices may be used by secondary students on campus outside the classroom (before school, at lunch, after school and during passing periods) provided such use does not interfere with the educational process of the school. No student shall make any audio and/or video recording (including still photography) on a school campus or at a school activity without permission. The school is not responsible for unauthorized electronic devices when they are confiscated from students. The following is the rationale for limiting access to phones during school hours.

1. Electronic devices have been used to exploit personal information and compromise the integrity of educational programs.
2. Electronic devices have been used to take photos of people in locker rooms and restrooms.
3. Electronic devices have been used to cheat on tests in classrooms.
4. Electronic devices used by students can hamper rumor control and in doing so, disrupt and delay effective public safety personnel response.
5. Electronic devices 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.
6. 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.
7. Cell phones are to be kept on the teachers desk or designated area when a student must leave during class to use the restroom.

### **Violation of this policy will result in:**

**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 current school day.

## **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.

Any student who cheats will be referred to the assistant principal’s office, the parent will be notified, and the student will be given a day of SDC. The second referral, whether by the same or different teacher, will result in suspension from school. A third referral may lead to a 10-day suspension and recommendation for expulsion from Southside High School. Cheating compounded by theft and/or profiteering may 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 student to see one's own work
5. Allowing another student to access one's own electronic device or files
6. Any form of academic dishonesty in the digital environment will be subject to this policy

**During Other School Assignments:**

1. Passing on information after a test or quiz
2. Copying another's homework or letting others copy one's own homework
3. Plagiarizing another's work as one's own
4. Allowing another student to access one's own electronic device or files

**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:**

1. Fort Smith Public Schools 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.
2. Students shall make restitution of any property stolen by them and shall be subject to other disciplinary measures.

## **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).

Privately-owned automobiles parked on school property may be searched by a school administrator if there is reasonable suspicion that the search will 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 Public Schools uses video surveillance to assist in security and investigations.**

## **FIRE, BOMB THREAT, AND TORNADO DRILLS**

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. The fire drill signal is a continuous series of blasts on the fire alarm.
3. When the fire alarm sounds, students must obey orders promptly and leave the building according to the evacuation plan.
4. Students are not to run, talk, pass others, or engage in any “horseplay” during drills or actual alerts.

Students should 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.

For bomb threat drills, regular fire drill evacuation routes will be followed. Students will be notified by sound system when there is a bomb threat.

Tornado drills will be signaled via an alarm over the intercom. When the alarm sounds:

1. Students will move quickly to either the east or west tornado shelter, depending on which part of campus they are in at the time.
2. Roll will be checked.
3. 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/guardians should call the school transportation supervisor for concerns over their student’s bus transportation.

The following rules must be observed by those using the bus service:

1. Students should be on time at the designated pick up point.
2. Bus riders are under the supervision of bus drivers and must obey their instructions.
3. Students should keep their head and hands inside the bus at all times.
4. No “horseplay” or loud talking is permitted on the bus.
5. Do not tamper with or damage any part of the bus.
6. Do not leave one’s seat while the bus is in motion.
7. Do not throw anything from the bus windows.
8. No smoking, drinking, or eating is permitted on the bus.
9. Student behavior must not violate any rules listed in other sections of this handbook.
10. Emergency exits are to be used only in case of an emergency.
11. Be courteous to fellow students and to the driver.

## **PARKING**

Southside High School provides parking space for student automobiles in 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, suspension of parking lot privileges, or both.

1. Students must register their vehicles with the school each year.
2. 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.

3. Vehicles must be parked in designated parking spaces and not in unauthorized areas.
4. Do not park on any islands.
5. Do not “jump” any curb to park.
6. Do not park in grass areas or in “No Parking” areas.
7. Abide by the posted speed limit signs.
8. Do not block aisles, entrances, exits, service roads or other cars.
9. Do not park in designated teacher parking.
10. Do not park on the service road, in front or back of the school.
11. Parking lots are subject to periodic search by the Canine Unit of the Fort Smith Police Department.
12. Privately-owned automobiles parked on school property may be searched by a school administrator if there is reasonable suspicion that the search will produce evidence indicating the student has violated the law or school rules.

## **ANTI-BULLYING POLICY**

The Fort Smith School District is committed to providing a safe learning environment for each of its students. Student achievement is best attained in an atmosphere that is free from the fear of emotional and physical intimidation and threats. Bullying is a destructive behavior that will erode the foundational principles on which a school is built. Bullying is prohibited while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school sponsored activities, at school sanctioned events; or by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment. This will apply to an electronic act whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose. The District will not tolerate any behavior that is classified as bullying and will take steps to eliminate such behavior.

The District offers training and materials regarding policy compliance, the nature of bullying, its consequences, and the procedures for reporting bullying behavior to district employees responsible for reporting or investigating bullying. School employees and volunteers who have witnessed or have reliable information that a student has been a victim of bullying shall report the incident to the building principal or designee.

Students who believe they have been a victim of bullying or parents/guardians who believe their students have been victimized by a bully, should file a complaint by contacting a school counselor, teacher, or principal. After an investigation of a complaint has been completed, and a record is made of the investigation, a student found to be in violation of this policy will be subject to disciplinary action that is appropriate to the degree of severity of the bullying behavior, the age of the offending student, and the frequency of the behavior. The person who files the complaint will not be subject to retaliation or reprisal in any form. For the purposes of this policy, bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable: physical harm to a public school employee or student or damage to the public school employee’s or student’s property; substantial interference with a student’s education or with a public school employee’s role in education; a hostile educational environment for one or more students or public school employees due to the severity, persistence or pervasiveness of the act; or substantial disruption of the orderly operation of the school or educational environment. Whereas “attribute” means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation. Bullying behavior will generally be

established when an individual has endured a pattern of offensive behavior or when a single serious act is committed depending on the surrounding circumstances (ACA 6-18-514).

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of a student for the purposes of bullying, shall be subject to disciplinary action.

## **BACKPACKS**

Backpacks may be carried during the school day to allow for students to carry Chromebooks. Oversized bags will not be allowed.

## **ASSEMBLIES, GAMES & ACTIVITIES**

Assemblies are a regularly-scheduled part of the curriculum and are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet, and booing are discourteous. Yelling is appropriate only at pep assemblies.

- Proceed to the assembly area quietly and promptly. Find your seat quickly.
- During pep assemblies, students are seated by grade level.
- AAA sportsmanship policies will be adhered to and strictly enforced.
- Listen to announcements for information regarding dismissal.
- All students will attend assemblies, pep rallies, etc., unless the student has specific approval from an administrator.

## **AAA SPORTSMANSHIP POLICY**

Activities are an important aspect of the total education process in schools. They provide an arena for participants to grow, to excel, to understand, and to value the concepts of sportsmanship and teamwork. They are an opportunity for coaches and school staff to teach and model sportsmanship, to build school pride, and to increase student/community involvement, which ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school to model the concepts of sportsmanship for youth as respected representatives of society. SPORTSMANSHIP IS GOOD CITIZENSHIP IN ACTION!

## **BASIC PHILOSOPHY**

Fans are not at ball games to intimidate or ridicule the other team or its fans but to support and cheer for their team and to enjoy watching skill and competition.

**Article 1:** Sportsmanship includes a general way of thinking and behaving. Good sportsmanship includes the following:

- a. Be courteous to all (participants, coaches, officials, staff, fans, spirit groups.)
- b. Know the rules, abide by and respect the officials' decisions.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, team, and school.
- f. Permit only POSITIVE behavior to reflect on your school and its activities. Yell for your team, not against the other team.



## **Article 2: Specific Prohibitions**

- a. Students or spectators who wear extreme or unusual clothing to the game or who paint their faces or bodies will not be allowed in the game.
- b. Negative, demeaning, or obscene yells will not be permitted at any athletic event while teams are being introduced, or when teams, cheerleaders, or drill teams are performing.
- c. Students will not be allowed to turn their backs or hold up newspapers while teams are being introduced, or when teams, cheerleaders, or drill teams are performing.

## **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 pass four academic courses and have a minimum semester GPA of 2.0 for 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.)**

## **ARKANSAS SCHOLARS**

Designed to reinforce that high school matters, Arkansas Scholars is a partnership between Fort Smith Regional Chamber of Commerce and Fort Smith Public Schools. Students who maintain Arkansas Scholar standards from ninth through twelfth grades qualify for valuable community incentives. The standards are:

- Make no grade lower than a C
- Take the required courses and complete school in eight consecutive semesters

Incentives offered to Arkansas Scholars include seals on transcripts and diplomas; "Hire Me First" cards and letters of recommendation to assist in finding summer employment; a senior luncheon hosted by the Chamber of Commerce; medallions to wear at graduation; and historically a one-year scholarship to UA Fort Smith.



## TESTING INFORMATION

**PSAT:** The PSAT/NMSQT is a national test that is administered to juniors in October. The PSAT/NMSQT is divided into two sections, Verbal and Math. College bound juniors should take the PSAT/NMSQT because:

- It is good practice for the SAT and it gives students an idea of how they will score on the SAT.
- Students can see how they compare to other college bound students across the country.
- Students whose scores are exceptionally high are recognized by the National Merit Foundation as qualifiers as a National Merit Semi-Finalist. This recognition may lead to scholarship opportunities.

**ACT:** The American College Testing Program is an organization that administers an aptitude examination known as the American College Test. It is a 3-hour exam, which consists of a battery of four tests: English, Mathematics, Reading, and Science Reasoning. The ACT Plus Writing is available which includes the multiple-choice test plus an optional 30-minute writing test. Students can register to take the ACT Assessment with or without the plus writing test option. There are five national Saturday test dates for the ACT: September, October, December, February, April, and June. This ACT is scored in a range from 9 to 36. All five testing dates are offered at Southside High School.

**ACT Aspire:** Arkansas law requires that all public school students shall participate in a statewide program of educational assessments per Ark. Code Ann. §§ 6-15-419, 6-15-433, 6-15-2009. In the 2015-16 school year, The Arkansas State Board of Education adopted the ACT Aspire summative assessment. The ACT Aspire end-of-year summative assessment will be used to assess all Arkansas public school students in grades 3-10 unless they qualify for an alternate assessment. Each student will participate in English, reading, writing, math and science tests.

**State Civics Exam:** A.C.A. § 6-16-149 requires students seeking a high school diploma or high school equivalency diploma to pass the Arkansas Civics Exam with a score of 60% or better.

**SAT I:** The Scholastic Assessment Test is administered by the College Entrance Examination Board. Recent changes to the SAT added longer reading passages and the use of calculators. It is a 3-hour exam, which consists of sections that alternate from verbal to math. The SAT I is scored on a range of 200 to 800. There are seven national test dates.

**SAT II:** This exam is a one-hour test also administered by the College Entrance Examination Board to measure the level of achievement in specific academic subjects. Students must determine by reading the catalogs of the college to which they want to apply whether taking the SAT II is an admissions requirement. Some colleges use the test to place students in the appropriate level of work when they enroll.

**ASVAB:** Armed Services Vocational Aptitude Battery. This exam is a comprehensive career exploration program relevant to every secondary school student thinking about pursuing some education or training beyond high school. The test is a tool for students to use to make education and career plans and preliminary decisions for further education and career planning. The ASVAB helps students to relate values, interests, and aptitudes to a variety of career choices. As an option, these scores can be used for enlistment purposes in the military for up to 2 years after testing.

**AP Advanced Placement Exams:** The College Board, a nationally recognized organization, offers students the opportunity to take an AP exam and receive credit, advanced placement, or both at participating colleges. AP courses prepare students for advanced placement tests. The AP exams contain multiple choice and free-response questions scored by college faculty and AP teachers. The assessments are given on nation-wide dates in May. The scores range from 1 to 5 on the exam, and each college determines acceptance of scores for credit and advanced placement. Students who take AP classes will not receive AP credit and the corresponding grade point equivalent, unless they take the Advanced Placement exam.

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