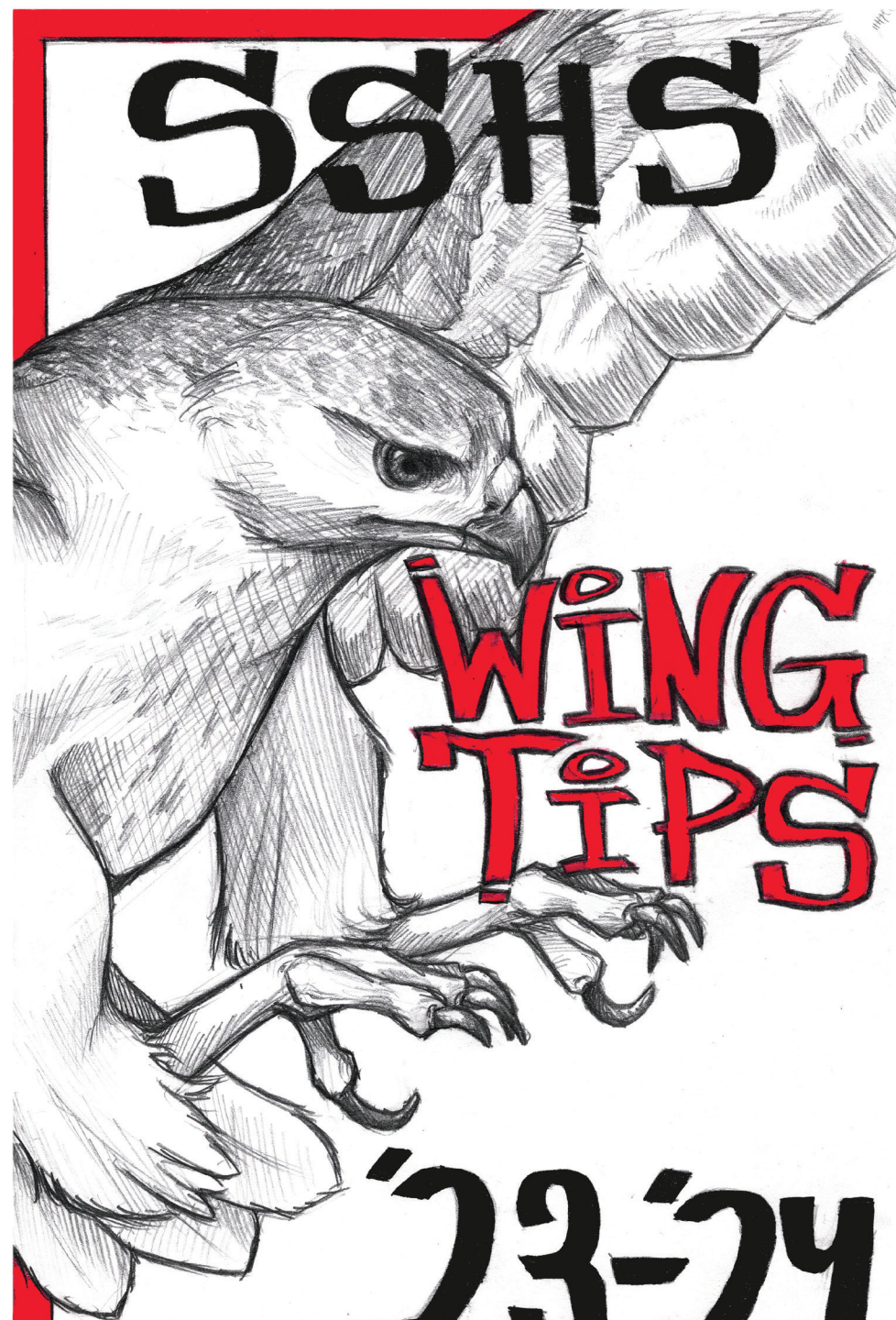


SSHS



WING
TIPS

'23-'24

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WELCOME STUDENTS!!!

South Side High School is a place where opportunity waits for everyone. The faculty and staff are committed to providing an atmosphere where one can fulfill his or her expectations. Students at South Side High School have traditionally shown high standards of performance in academics, sports, behavior, and other activities.

This handbook is designed to aid students and parents. We encourage parents to read this book and become familiar with the operation of our school.

Parent(s) or guardian(s) must sign and return a form stating they have received and reviewed the student handbook with their child/children.

The faculty and staff of South Side High School are here to assist you. Welcome to our school.

OUR HISTORY



South Side was the site of the first consolidation in the Madison County System back in 1956 when Pinson, Malesus, J.B. Young and Mercer came together. In 1977 Beech Bluff sent the majority of its high school students to South Side as well. Our school family increased even more with the closing of West High School in 1992 and the consolidation of the Jackson and Madison County School Systems. Additionally, in 2016 South Side received approximately 200 students from JCM when that school was closed due to the Vision 20/20 restructuring.

South Side is situated on 32 acres at the intersection of Hwy. 45 South and Harts Bridge Road. The campus consists of five buildings, a 2000 seat football stadium, concessions and a TSSAA regulation size field, two gymnasiums, and softball field. In 1997-98 South Side High School and South Side High School Booster Club built a new baseball field. The student population of South Side is under 1,000, and serving these young people are a professional staff of over seventy.

We are especially proud of our support from the South Side community, most of whom went to school here themselves. The community takes pride in the professional and vocational success of its graduates who range from industrial labor to middle management, to engineers, lawyers, doctors and politicians.

This pride among faculty, students and the community provides a strong foundation on which to build a solid future at South Side High School.

MISSION STATEMENT

South Side High School's mission is to create and maintain a safe learning environment around a comprehensive educational program that provides the knowledge, attitudes and skills required to achieve graduation, to continue education and to pursue a career.

South Side High School Believes

1. All students can learn and succeed at their highest possible level.
2. Students learn best when they have appropriate opportunities for success.
3. Students with special needs require special services and resources to succeed.
4. Students deserve and need a safe and comfortable school environment for learning.
5. Students depend upon thorough intellectual development to achieve.
6. Students require the mastery of basic skills and fundamental processes.
7. Students need career education and/or technical education.
8. Students develop self-worth and a sense of belonging through positive relationships.
9. Students need increased cultural awareness and understanding of others.
10. Students need to develop a sense of moral conduct and a set of values to maximize their success.
11. Students should realize there is more than one means of contributing to the community or being successful.
12. Students will need to apply knowledge from all areas in order to become successful, confident and responsible citizens.

JACKSON-MADISON COUNTY SCHOOL SYSTEM SCHOOL CALENDAR 2023-2024

Schools Open August 7, 2023

July 31-Aug. 4	Inservice (No Students)	January 15	Martin Luther King Jr. Day (no students)
August 7	First Day for Students	February 15	Parent/Teacher Conf.
September 1	Professional Development (no students)	February 16	Professional Development (no Students)
September 4	Labor Day (no students)	February 19	Presidents' Day - Holiday (no students)
September 14	Parent Teacher Confer.	March 11-15	Spring Break (Schools Closed)
October 9-13	Fall Break (Schools Closed)	March 29	Good Friday (no students)
November 10	Veterans Day (no students)	April 1	PD - (no students)
November 20-24	Thanksgiving Holidays (Schools Closed)	May TBA	Senior Exams
December TBA	Fall Exams	May TBA	Graduation
Dec. 21-Jan. 2	Christmas Break (Schools Closed)	May TBA	Spring Exams 9-11
January 3-5	Inservice (No Students)	May 24	Last Day for Students

SOUTH SIDE HIGH SCHOOL 2023-2024

ADMINISTRATION TELEPHONE NUMBERS

Anita Tucker	Principal-Tech-Prep Center	422-9923
Craig McNatt	Asst. Principal-TPC	410-6508
Shari Baldwin	Asst. Principal-East Campus	506-3184
Sheila Bingham	Asst. Principal-West Campus	410-6431

PARAPROFESSIONALS

Gloria Richardson	Tech-Prep Center
Don Smith	Tech-Prep Campus
Jerry Neylon	West Campus
Amy Arnold	West Campus
Kimberly Dickerson	West Campus
Lisa Graham	West Campus
Chris Donald	West Campus
Rex Fowler	West Campus
Jeanette Blair	West Campus

LIBRARIAN

Elizabeth Parnell East Campus

SECRETARIES

Renee Davenport	East Campus
Janice Wilcox	West Campus
Candi Davis	Tech-Prep Center
Sonya Waddell	Tech-Prep Center

SCHOOL COUNSELORS

Erin Reese-Hornsby
Starr Smith
Susanne Freeman
Kasie Tyler-Clerk

CAFETERIA

East Campus

Barbara Lane - Mgr.
Diana Strong-Asst. Mgr.
Elaine Clark

West Campus

Elaine Cole-Mgr.
Teresa Jones-Asst. Mgr.
Rose Donahue



SCHOOL NUMBERS

422-9923

Fax 423-3411

FACULTY 2023-2024

Baldwin, Shari	E	McNatt, Craig	TPC
Barker, Zachery	24E	McNeal, Brent	5W/WGym
Benson, Lori	East Gym	Melton, Anthony	11W
Berry, Tom	9TPC	Murchison, Zach	21W
Billingsley, Jordan	8E	Narcisse, Lester	1FH
Bingham, Sheila	W	Newbern, Cindy	6TPC
Blancett, Jon	8TPC	Osgood, Celeste	3TPC
Branch, Brian	10E	Parnell, Elizabeth	Library
Bryant, Heather	10W	Perez, Laura	4W
Cagle, Kim	6W	Perry, Melissa	10TPC
Cargile, Leeana	FA3	Plemons, Ron	FH3
Carter, Peggy	8E	Reed, Rickey	FA2
Castleman, Shelia	1TPC	Reese-Hornsby, Erin	TPC
Clark, Alan	28W	Reece, Harlis	26W
Cotton, Todd	5E	Rinks, Shane	11TPC
Dean, Jackie	4E	Roberts, Tim	15E
Delahoussaye, Guy	8W	Salewsky, Matt	20W
Diffie, Ryan	3W	Sherrod, Kristy	TPC
Eason, Karin	TPC	Sinclair, David	FA1
Evans, Dylan	24W	Smith, Starr	TPC
Freeman, Susanne	TPC	Steen, Michelle	2W
Fuller, Damonn	7W/WGYM	Stoffregen, Jake	23W
Gaskins, Brad	2TPC	Svebakken, Steve	2E
Gordon, Bob	7TPC	Thomas, Chelsey	34W
Gott, Gene	FA4	Tucker, Anita	TPC
Green, Katie	36W	Ward, Alex	3E
Haley, Skylar	5W/W Gym	Wardlow, Jay	16E
Hampton, Nathaniel	30E	Warren, Susan	25E
Henderson, Ivan	8W	Webb, Lisa	19W
Hendrix, Tara	15E	Weeks, John	22W
Jones, Stephanie	7E	Williams, Wilma	29E
King, Terrell	19E	Wilson, Gina	25W
Lee, Katie	12E	Wilson, Rema	35W
Lillie, Robert	7W	Wyatt, Jeff	EGYM/FH1
Mancini, Natoshia	4TPC	Young, Jennifer	13E
Maness, Amanda	17E		

CLASS SPONSORS (2023-2024)

SENIORS

Melissa Perry-Chairperson	Brian Branch	Liz Parnell
Bob Gordon	Lori Benson	Jeff Wyatt
Michelle Steen	Jordan Billingsley	Blair Parker
Lisa Webb	Ron Plemons	Toshia Mancini
Chelsey Thomas		

JUNIORS

Stephanie Jones-Chairperson	Ryan Diffie	Wilma Williams
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SOPHOMORES

Starr Smith-Chairperson	Katie Lee	Brad Gaskins
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FRESHMEN

Lori Benson-Chairperson	Jackie Dean	Elizabeth Parnell
Erin Reese-Hornsby		

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## BELL SCHEDULE

|                                 |                                             |
|---------------------------------|---------------------------------------------|
| 7:05 – Move to 1st Period Class | 12:45-2:15 – 4th Period                     |
| 7:15-8:50 – 1st Period          | 2:15 – Early bus riders                     |
| 9:00-10:30 – 2nd Period         | 2:20 – Late bus, car riders,<br>and walkers |
| 10:40-12:35 – 3rd Period        |                                             |



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LUNCH SCHEDULE

10:40-11:05	11:10-11:35	11:40-12:05	12:10-12:35
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SSHS Partners in Education

TN Army National Guard U.T.M. Jackson Office
Packaging Corporation of America
Tennessee College of Applied Technology

Partners in Education School Contact Person

Erin Reese-Hornsby Tech-Prep

CLUBS AND ORGANIZATIONS

Spanish Club—Ryan Diffie

Spanish Club is for any student who is currently taking Spanish or has taken Spanish and has an interest in the language. The purpose of the club is to engage students in cultural activities that will heighten their awareness and understanding of other cultures, especially that of the Spanish-speaking world. The club also has a community service component to teach students the importance of giving back to the community. Cost for new members is \$5.

SkillsUSA –Tom Berry

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel.

SkillsUSA is a national nonprofit organization serving teachers and high school and college students who are preparing for careers in trade, technical and skilled service occupations. It was formerly known as VICA (Vocational Industrial Clubs of America). SkillsUSA is offered to any student enrolled in many vocational classes, such as, Automotive Technology, Collision Repair, Carpentry, Welding, and Media Concepts.

Dues are \$14.00 per year.

Contact: Thomas Berry, Lead SkillsUSA Advisor

taberry@jmcass.org

BETA – Elizabeth Parnell, Michelle Steen, Terrell King

This club is for any 10-12 student with an average of 90 or above. To remain an active member, you must complete five service projects per school year. They meet every 4-6 weeks. The cost is \$15.00 for new members (National Dues) and \$5.00 for club members.

Art Club – Gene Gott

This club is for any student at South Side High School who has a strong desire to create and have fun with others who like to create. Regular meetings are held the fourth Monday of each month. Cost is \$5.00 per year.

Yearbook Staff – Katie Lee

Any students at South Side High School may apply for this by filling out an application. Decisions are made based on attendance/discipline history, teacher recommendations, writing skills, and ability to function on a team. This is a class that meets 4th period all year for credit. General announcements are made about applying for the class.

Chorus – Rickey Reed

Any student who is a member of a chorus class is eligible to join. You must enjoy singing. There are no regular meeting times - you are notified in class. The cost of a chorus shirt is the only fee required. Officers are elected and different activities such as visiting nursing homes, singing at the Mall and other places may be required.



FFA – Melissa Perry

The FFA organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. To become an FFA member, students must be enrolled in an agriculture class at least once during the school year. Dues are \$15 per year.

FCCLA – Wilma Williams

Family, Career and Community Leaders of America (FCCLA) is a dynamic national student organization that helps youth become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences classes. It is open for anyone who is or has been enrolled in a Family and Consumer Science course. SSHS FCCLA school chapter members meet every 4-6 weeks after school and pay \$15.00 for local, state and national dues. FCCLA school chapter members must meet all requirements on the local, district, state, and national levels to enter STAR Events.

No school shall permit a student to become a member or participate in any activities of a club or organization if the parent or legal guardian of such student has tendered a written communication prohibiting such student from such membership or participation. In order to be valid, the written communication shall be signed and dated by the parent or legal guardian.

*All students are encouraged to participate in any club or organization available here at South Side High School. Sororities, fraternities, and all secret organizations are prohibited. Hazing of students is strictly prohibited.
(Policy 6.702)*



SOUTH SIDE HIGH SCHOOL ATHLETIC PROGRAM

South Side High School offers a wide variety of extra-curricular activities. The 2023-2024 athletic program is coordinated by Athletic Director Sheila Bingham.

All students are encouraged to participate in athletic events which appeal to their talents and abilities. (Policy 4.301)

Our coaching staff is prepared to assist students in any way possible. Call 422-9923 to contact any coach.



ASSIGNMENT OF COACHES/CHEERLEADER SPONSORS SOUTH SIDE HIGH SCHOOL 2023-2024

Sport	Postion	
Football:	Head:	Lester Narcisse
	Assistants:	Myron Vincent Chris Donald Jerry Neylon Dylan Evans Lorenzo West
Boys Basketball:	Head:	Damonn Fuller
	Assistant:	Jeremy Weddle Sam Greer
Girls Basketball:	Head:	Brent McNeal
	Assistant:	Adrian Comer
Baseball:	Head:	Jeff Wyatt
	Assistant:	Ron Plemons Kyle Bryan
Softball	Head:	John Weeks
	Assistant:	Haley Key
Boys Track:	Head	
Girls Track:	Head:	
Volleyball:	Head:	Kimberly McNeal
Boys/Girls Tennis:	Head:	Matt Salewsky
Boys/Girls Cross Country:	Head:	Jeff Wyatt
Boys/Girls Golf:	Head:	Daymon Warren
Boys Soccer:	Head:	Jake Stoffregen
Girls Soccer:	Head:	Matt Salewsky
Cheerleader Sponsor:	Football:	Chelsey Thomas
	Basketball:	Michelle Steen



JACKSON-MADISON COUNTY SCHOOLS GRADUATION REQUIREMENTS 2023-2024

Graduation requirements can be viewed on the website at jmcss.net and go to Board Policy 4.605

VI. Calculation of Grade Point Average on a 4.0 Scale:

A. Final averages in both quarter and term classes are used in calculating GPA.

B. The scale is as follows:

A (90-100) = 4 points	D (60-69) = 1 point
B (80-89) = 3 points	F (below 60) = 0 points
C (70-79) = 2 points	

SENIOR GRADE POINT AVERAGES AND CLASS RANKING WILL BE CALCULATED AT THE END OF THE SENIOR YEAR.



GRADE PLACEMENT REQUIREMENTS (for 2023-2024)

Students are assigned to a specific grade level according to the number of units acquired by an individual pupil. Assignment will be made as follows:

- Freshman . . .successful completion of 8th grade
- Junior . . . minimum of 12 units passed
- Sophomore . . .minimum of 6 units passed
- Senior . . .minimum of 18 units passed

Grading System:

- A student passes or fails a course on a term basis.
- For quarter courses only, grades are computed by multiplying the grade at the end of the nine weeks (45 days) by three (3), adding the quarter exam score, and dividing by four (4).
- For term courses, the final grade is computed by multiplying the 18 week/90 days grade by three (3), adding the final exam score, and dividing by four (4).
- Grade Weighting - Weighting for Honors Courses shall include the addition of 3 pts. to the grades used to calculate the student's final average. Weighting for Dual Enrollment Courses shall include the addition of 4 pts. to the grades used to calculate the student's final average. Likewise, These courses will substantially exceed the content standards, learning expectations, and performance indicators by including extensive readings, projects, writing assignments and more. (Policy 4.600).

REPORT CARDS

QUARTER = 9 Weeks/45 Days TERM=18 Weeks/90 Days SCHOOL BEGINS AUGUST 7, 2023.

At the end of 4-1/2 weeks, ALL students will receive a Progress Report on SEPTEMBER 6, 2023.
The First Quarter will end OCTOBER 6, 2023.

All Quarter Courses will receive a Report Card. (1/2 Credit)

(Quarter Grade x 3 + Quarter Exam ÷ 4)

All Term Courses will receive a Report Card, indicating the first 9 weeks grade only.

At the end of 4-1/2 weeks into the second quarter, ALL students will receive a Progress Report on NOVEMBER 15, 2023.

The Second quarter/first term will end DECEMBER 20, 2023.

All Quarter Courses will receive a Report Card. (1/2 Credit)

(Quarter Grade x 3 + Quarter Exam ÷ 4)

All Term Courses will receive a Report Card. (1 Credit)

(Term Grade x 3 + Final Exam ÷ 4)

At the end of 4-1/2 weeks into the third quarter, ALL students will receive a Progress Report on FEBRUARY 7, 2024.

The third quarter will end MARCH 8, 2024.

All Quarter Courses will receive a Report Card. (1/2 Credit)

(Quarter Grade x 3 + Quarter Exam ÷ 4)

All Term Courses will receive a Report Card, indicating the first 9 weeks grade only.

At the end of 4-1/2 weeks into the fourth quarter, ALL students will receive a Progress Report on APRIL 17, 2024.

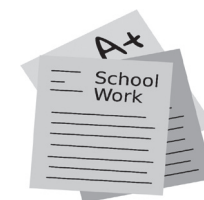
The fourth quarter/second term will end MAY 24, 2024.

All fourth quarter Courses will receive a Report Card. (1/2 Credit)

(Quarter Grade x 3 + Quarter Exam ÷ 4)

All Second Term Courses will receive a Report Card. (1 credit)

(Term Grade x 3 + Final Exam ÷ 4)



SAMPLE REPORT CARD

TERM 1

First Quarter					Second Quarter				
Subject	Teacher	9 Wks.	Exam	Avg. Cr.	9 Wks.	Exam	Avg. Cr.	Attendance	
Qtr. I	Teacher	96	96	96	.5	-	-	-	-
Qtr. II	Teacher	-	-	-	-	96	96	96	.5
Term I	Teacher	96	-	-	-	96	96	96	1.0

An "X" under the exam column indicates that the student was exempt from the exam.

GENERAL RULES, REGULATIONS, GUIDELINES, AND CODE OF BEHAVIOR AND DISCIPLINE

THE SCHOOL DAY

The school day begins at 7:15 and ends at 2:15. All students arriving before 7:05 are to report to the campus of their first period class. East campus, Fine Arts and Tech-Prep Center students will report to the library and cafeteria. West Campus and Fieldhouse students will report to West Campus gym. All students must be in class at 7:15. There are four ninety minute classes with ten minutes allowed between classes.

LOCKERS

Students who need a locker may be issued one on the campus of his first period class when possible. A combination lock may be placed on the locker if desired. No student shall use lockers other than his own. The school is not responsible for items misplaced or taken from lockers. Lockers may be inspected and searched at any time by administration.

USE OF THE TELEPHONE - RECEIVING MESSAGES

The telephone in the office is to be used for emergency purposes only. Students must have a pass from the principal to use the office phone. Students may use the phone in hall between classes and during lunch.

Excessive use of the phone may result in loss of phone privileges. No one will be permitted to leave class to make calls. Only messages of emergencies will be accepted from parents.

ACCIDENTS

Students are not covered by insurance provided by the school, but do have the option of purchasing individual accident insurance.

ANNOUNCEMENTS

Announcements will be made at 8:40. All announcements should be written and in the office by 8:30. Any student who does not hear the announcements because of his/her schedule, is responsible for coming to the office at regular intervals to see if an announcement pertains to his/her individual school work.

STUDENT CLASSROOM SUPPLIES

Students must carry all required supplies and books to class. They will not be permitted to go to lockers, cars, or home for class requirements.

HALL PASSES

No student will be permitted in the hallway during class time unless they are accompanied by a teacher or have a hall pass. There should be only one student's name per pass. The passes are color coded: East Campus (Pink), Fine Arts (Pink), Tech-Prep Center (Blue), West Campus (Green), Field house, (Green).

SCHOOL VISITORS

Visitors are to report to the office upon arrival at school. This includes parents and relatives. Visitors are not allowed to visit with students at any time unless permission is given by the principal.

CANDY AND DRINK MACHINES

Vending machines are off limits during classtime. No candy or drinks are allowed in the classroom.

RESPONSIBILITY FOR BUILDING AND GROUNDS

Students are responsible for helping keep the building and grounds neat, clean, safe and attractive.

INAPPROPRIATE DISPLAY OF AFFECTION

Inappropriate display of affection will not be permitted and will result in disciplinary action from administrators.

1.802 Section 504 and ADA Grievance Procedures

The Board is committed to maintaining equitable employment/educational practices, services, programs and activities that are accessible and usable by qualified individuals with disabilities.

DEFINITION

Section 504 of the Rehabilitation Act of 1973 provides that: No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.1

Title II of the Americans with Disabilities Act, 1990 provides that: No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.2 Complaints of disability discrimination may be made orally or in writing.

1.8021 NON-DISCRIMINATION POLICY

The School District of Jackson-Madison County does not discriminate on the basis of race, color, national origin, gender, disability, or age in the provision of educational opportunities or employment opportunities and benefits. The School District of Jackson-Madison County does not discriminate on the basis of gender or disability in the educational programs and activities that it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. This policy extends to both employment by and admission to The School District of Jackson-Madison County. Inquiries concerning Title IX, Section 504, or the Americans with Disabilities Act would also be directed to the Director of Pupil Personnel. Charges of violations of this policy should also be directed to the Director of Pupil Personnel. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to:

DECLARACION DE LA POLITICA PARA NO-DISCRIMINACION

LA POLITIE OU NODISCRIMINATION

Employee or Student Related Equity Issues

Director of Pupil Personnel

Jackson-Madison County School System

310 N. Parkway

Jackson, TN 38305

Phone: 731-664-2534

Disclosure of Teacher Information

In accordance with federal law, the district shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school.



1.803 TOBACCO FREE SCHOOLS

All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited on school premises. Students in violation will be disciplined in accordance with school board policy.

3.202 FIRE DRILLS

When the fire alarm sounds, students are to march out of the building in a quiet, orderly manner under the supervision of the teacher. Teachers should take their roll book and call the roll. A bell will sound for returning to the building.

EMERGENCY CLOSINGS

The Board authorizes the director of schools to close schools in the event of hazardous weather or any other emergency which presents a threat to the safety of students, staff members or school property.

As soon as the decision to close schools is made, the director of schools will notify the public media and request that an announcement be made. (Policy 3.202)

If school is not in session or is dismissed early due to snow or inclement weather, all scheduled activities in which students are involved will be postponed or cancelled.

School closings will be posted on the JMCSS website (www.jmcss.net) by 5:30 a.m.

DISASTER DRILLS

When the bell rings for disaster drills, students will go to the inside halls, away from glass doors or windows, sit on the floor and remain there until the bell sounds to return to the classrooms. Teachers will take roll books and check the roll. (Policy 3.202)

3.403 CARS

All students must have a South Side parking permit in order to park on campus. This permit must be displayed on rearview mirror at all times when parked on campus. A lost or stolen permit must be repurchased at original price. Parking permits and parking areas will be numbered and students must park only in the numbered spaces identified on the permit and parking area. These permits cost ten (\$10.00) dollars. All parking permits will be sold in the East office. Permits will be sold to seniors first, then to juniors and sophomores. Students must not park in areas reserved for administrators, faculty, or visitors. Fire lanes, bus lanes, and all driveways shall be kept open. Students are not allowed to drive on campus with loud music playing. Students that arrive late or leave early must do so in a manner that will not disturb or disrupt classes. Students are not permitted to go to cars between classes without permission. Students must come directly into the building after arriving on campus. Students are not allowed to linger or loiter in cars or on the parking lot of the school campus. Students may not leave at the end of the school day until the 2:20 bell. Car failures due to mechanical breakdown or running out of gas are considered tardies. Students who violate these regulations are subject to loss of driving privileges on campus.

LEAVING THE CAMPUS

Students may not leave the school premises during school hours without permission from an administrator. Disturbances and reckless driving by students will not be permitted at any time. Once a student arrives on campus, permission to leave must be obtained.

4.401 TEXTBOOKS AND LIBRARY BOOKS (Policy 6.709 & 4.401)

Students must pay for lost or damaged textbooks and library books.



4.406 USE OF INTERNET

The Jackson-Madison Co. Board of Education supports the right of staff and students to have reasonable access to various information formats and believes it incumbent upon staff and students to use this privilege in an appropriate and responsible manner. Students are assigned individual user accounts to log in to school computers. This allows students to save work to their user drive to access at any school computer. The username for a school computer is

FirstName.LastName. The password is

FirstInitialLastInitialLastFourSocialSecurityNumber.

(Note: all initials should be capitalized.) See the librarian for assistance.

Printing is allowed at the Library Media Center at the cost of 10 cents per page. No color printing is available.

4.802 STUDENT EQUAL ACCESS

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests shall not be denied based upon the religious nature or beliefs of the proposed club or group.

All events are to be scheduled through the principal's office.

ABSENCES

Parents of any student reported absent by his/her first period teacher will be notified by a computerized calling system. When a student is absent from school, including any part of the day, a parent's note stating the reason for the absence must be brought to the office in the building where the student has first period class as soon as he/she arrives at school. An admission slip to class will be issued. Students who are not in class by 7:15 with an admit slip will be counted tardy. Students will need an admission slip for all classes not attended for the full 90 minutes, including all day absences, early dismissals, and late arrivals to school.

EARLY DISMISSALS

When it is necessary for a student to leave school early, a note stating the reason and time to be dismissed must be brought to the office in the building where the student has his/her first period class. If a student becomes ill during the day, the student is to use the student phone to call his/her parents. The parent must call the office in the building where the student is at the time; the parent must give the secretary permission to allow the student to leave school. If a parent is going to pick up a student, the student should tell the parent the name of the campus (East, West, Tech-Prep), where he/she should be picked up.

The student must sign the early dismissal book when an early dismissal slip is given, and no admission slip will be needed the following day. Excessive early dismissals, without sufficient cause, may require a parent/student/administration conference. Appointment verification from doctors and dentists are required, and must be brought to the office in the building where the student has first period class.

6.200 ATTENDANCE POLICY SPECIFIC TO HIGH SCHOOLS SCHOOL RELATED ABSENCES



1. Students will be allowed two (2) college days to be taken at their discretion each school year. These days are not counted as absences. Students must have prior approval of the principal. In addition, during their senior year, students will be allowed to participate in the annual College/Career Day. The director of schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers and administrative staff.

2. All club meetings, pep sessions, assemblies or other group meetings, workshops and athletic events will be held before school, after school or during a regularly scheduled activity period.

3. Teachers will make every possible effort to restrict field trips to the ninety minute period in which the students are in that teacher's class.

4. Teachers will limit their requests for activities which cannot be confined to their own class time. Principals will grant approval only to those activities which are educationally sound and which must occur within the school day.

5. A teacher may request that a student be disallowed from school-related absences if the absences for that student exceed ten (10) per term. The principal and/or his designee will determine eligibility for school-related absences after such a request is filed.

6. Students will not be penalized for absences due to school-related activities that are approved by the principal.

STUDENT ACADEMIC AND ATTENDANCE POLICY

JMCSS Board Policy 6.200/State of TN Compliance

All student academic and attendance must be satisfactory to receive or retain a driver's permit or license. Schools are required to report attendance to The Tennessee Department of Safety.

A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any semester or fails to maintain satisfactory academic progress shall be ineligible to retain a driver's permit or license.

In order to qualify for reclaiming a driver's permit or license, the student shall return to school and make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period or become eighteen (18) years of age.

TARDY

Tardy is defined as being a late arrival to school or an early dismissal from a class period, resulting in less than 45 minutes of missed class time. Students who miss more than 45 minutes of a 90 minute class will be counted absent. For 1st block, a student is allowed three (3) tardies of this nature before disciplinary action. Three (3) tardies or three (3) early dismissals (or a combination of these totaling three) will count as one (1) absence. A student who is not in his/her assigned seat when the bell rings is also considered tardy, and this type of tardy is subject to disciplinary action at any time.

MAKE-UP WORK

Make-up work may be requested during the absence or on the day the student returns to school. The student will have a minimum of 2 days per day absence to complete make-up work. A teacher's instructional time may not be interrupted by these requests; make-up work will be provided within 2 days.

6.206 ENROLLING AND WITHDRAWING

New students will enroll through the guidance office in the Tech-Prep Center. Textbooks will be issued by each teacher. Students will withdraw and return textbooks in the guidance office. Open enrollment is designed to offer students and parents a choice in the selection of schools other than the zoned school, and to give families the opportunity to select the best educational experience available for their children.

SCHOOL COUNSELING DEPARTMENT

A. Location/Counselor Grade Assignments

The SSHS guidance department is located in the Tech-Prep Center. Three counselors and a testing coordinator are available to serve the needs of students. Counseling assignments are as follows:

9th, 10th, 11th Grade (A-K) - Starr Smith

9th, 10th, 11th Grade (L-Z) - Ms. Erin Reese-Hornsby

12th Grade - Susanne Freeman

Testing Coordinator -Dr. Kristy Sherrod

Special Needs - Mrs. Cindy Newbern

Crisis Counselor: John Pasley



B. Student Services

Services provided by the Student Services Department includes scheduling classes, career guidance, transcript services, letters of recommendation, arranging for parent-teacher conferences, coordinating standardized testing, distributing scholarship information, and counseling students who are experiencing academic or personal problems.

C. Resources

The SSHS Student Services Department has over 100 post-secondary school catalogues, applications for admission to most colleges in Tennessee and many from out-of-state, information on every branch of the military, career books and videos, ACT, SAT, and financial aid packets for college, and a scholarship center where students may access the most current information and applications concerning scholarship opportunities.

D. Publications

The guidance department publishes "Countdown to Graduation" - a reference manual for seniors as they prepare for college or the workforce and "The Senior Slate" - a monthly newsletter which keeps seniors abreast of career, educational, and scholarship opportunities.

E. Procedure for Signing-Up to See A Counselor

Counselors see students by appointment only. There is a sign-up log located just inside the door of the guidance office. Students should sign this log between classes and their counselor will send for them as soon as possible. Students must bring a hall pass from their teacher. Under no circumstances should students be in the guidance office during class without a pass from their teacher. Students are welcome to visit the guidance office between classes; however, they must not be late for class.

F. Crisis Management

A Crisis Management Plan shall be developed for use in time of crisis, including suicides, shootings, and death of a student, parent or employee. A Crisis Team, consisting of the principal, guidance counselor, and other staff members, shall be appointed to deal with specific situations of this nature (Policy 3.203).

Public Chapter 831 requires public high schools to recognize students at graduation that complete 10 hours of community service per semester. Effective July 1, 2016.

6.300 GENERAL GUIDELINES FOR STUDENT CONDUCT AND DISCIPLINE

All students at South Side High School are expected to conduct themselves in a mature, polite manner. Students who persist in conduct that disrupts the learning atmosphere of themselves or others and who threaten the order of the school, will be subject to disciplinary action. Disciplinary procedures and student misbehaviors such as tardiness, profanity, harassment, forged notes, vandalism, etc. are outlined in Board Policy 6.313. Possible disciplinary actions include in-school suspension, corporal punishment (policy 6.314), detention (policy 6.315), and/or suspension/expulsion/alternative school (policy 6.316).

An outline of Student Behavior Rights and Responsibilities as described by JMCBE (Policy 6.301) is posted in each campus.

The director of schools is responsible for implementation and supervision of the Board's Code of Behavior and Discipline of all schools, while the principal is responsible for implementation and administration of his/her school, and on school buses, without partiality and discrimination. A copy of this code shall be posted at each school and guidance counselors will be supplied copies of this policy.

6.304 DISCRIMINATION/HARASSMENT OF STUDENTS (Sexual, Racial, Ethnic, Religious)

Students shall be provided a safe, civil, and supportive environment in school for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately to a teacher, counselor or building administrator. Allegations of discrimination/harassment shall be fully investigated by the school principal (as set forth in Student concerns, Complaints and Grievances 6.305).

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

There will be no retaliation of any person who reports harassment or participates in an investigation.

The willful filing of a false report will itself be considered harassment and will be treated as such.

Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

DEFINITIONS

Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

6.305 GRIEVANCE PROCEDURES

In accordance with the policy of the Board, the following procedure governs the processing of student discrimination/harassment grievances:

1. To request a review, students or parents must contact the principal's office within two days. The request and resolution must be documented on a School Level Complaint Form, signed by the complainant and the school principal, with a copy provided to the complainant. Where possible, the issue will be decided confidentially and within five school days.
2. Within five school days following the principal's decision, the student or parent may appeal that decision to the Central Office.
3. To appeal to the Central Office, the student or parent will submit a written request for a review, along with the completed School Level Complaint Form, to the Office of Federal Projects and Pupil Personnel Services.

COORDINATOR

The Board shall designate a central office employee to coordinate its efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that would be prohibited by the Acts.

6.306 INTERFERENCE/DISRUPTION OF SCHOOL ACTIVITIES

Any student who has had a referral in the six consecutive weeks prior to a school-sponsored trip will not be allowed to go without approval from a school administrator. The staff is authorized to take reasonable measures to establish appropriate school behavior.

Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system.¹ This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction.

Such measures may include the use of reasonable force to restrain or correct students and maintain order. A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall she/he urge other students to engage in such conduct.

Harassment, intimidation and other conduct that may be considered “bullying” will not be tolerated.

Students shall not engage in conduct that has the effect of unreasonably interfering with another student’s academic development or that creates a hostile or offensive learning environment.

A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender’s prior record.²

6.307 DRUG-FREE SCHOOLS

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug Free” community, students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds. This includes inhalants and prescription drugs. Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student’s parent or guardian and the appropriate law enforcement officials. Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.



6.3071 STUDENT ALCOHOL AND DRUG TESTING

Students will be notified in writing at the beginning of each school year or at the time of enrollment that they shall be subject to testing for drugs and alcohol during the school year. Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

1. The school board policy on alcohol and drug use has been violated;
2. A search of lockers produced evidence of the presence of drugs and/or alcohol;
3. A search of persons and containers produced evidence of a presence of drug and/or alcohol;
4. A search of vehicles produced evidence of the presence of drugs and/or alcohol; or
5. Through observation or other reasonable information reported by a teacher, staff member or other student that a student is using drugs and/or alcohol on school property.

6.308 BUS CONDUCT

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parents of students or other persons with lawful and valid business on the bus.¹

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed.

A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities and/or the transportation supervisor as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver’s permission at a point other than the student’s destination for that trip.²

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. Multiple bus suspensions may lead to long-term removal of regular education students from bus transportation.

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends.

The Board recognizes that a student may occasionally need to ride a bus other than his/her designated bus. For each such occasion, not to exceed one (1) week per event, the student must have written parental permission and the approval of the principal or his/her designee.

Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

School principals or their designee(s) shall follow Discipline Procedures - Policy 6.313 - when applying behavior consequences for misconduct on school buses whether en route to school or on field trips.

Students not assigned to a bus must have written parental permission and the approval of the principal or his/her designee to ride a bus.

Students who transfer from bus to bus while enroute to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

BUS STUDENTS

All late bus students will be dismissed at 2:20. Late buses will be at all three campuses as designated and students must walk from the campus where they have 4th period to their assigned bus. No student may ride a bus other than his/her own unless a legal guardian sends written permission.



USE OF VIDEO CAMERAS

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline.

The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student's behavioral record as determined by the district and in accordance with the law.

BEHAVIOR

6.309 ZERO-TOLERANCE

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. The director shall have the authority to modify this suspension requirement on a case-by-case basis. Zero-tolerance acts are as follows:

- A. Students who bring unlawful drugs, alcohol, or dangerous weapons onto a school bus, or possess such while on school property or to any school event or activity.
- B. Students who commit aggravated assault upon any teacher, principal administrator, or any other employee or school resource officer.
- C. Students who transmit by electronic device or social media site any communication or display of a firearm, weapon, or dangerous instrument containing a credible threat which creates disruptive activity at school.
- D. Any student who while on a school bus, on school property or while attending any school sponsored event or activity: (Policy 6.306)
 - (a) unlawfully possesses a drug, alcohol, or dangerous weapon; or
 - (b) commits battery on a teacher, student, or other employee of the school system.

THREATS

At South Side High School we observe all threats as "NO JOKING MATTER". Any form of physical or verbal threat will lead to serious disciplinary action.

NOTE: South Side High School has a Zero-Tolerance Policy toward physical violence or verbal abuse. Any form of physical violence or abuse will lead to serious disciplinary action.

UNSAFE SCHOOL CHOICE POLICY

Under the State Board of Education's Unsafe School Choice Policy, a public school student who is the victim of a violent crime or the victim of an attempted violent crime shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

6.310 DRESS CODE

GRADES PK-12

Jackson-Madison County School System schools must be environments in which work can be accomplished by adults and students. Staff will dress professionally and students' dress will fall within the following guidelines in order to create an orderly setting in which teaching and learning can occur without distraction and to help young people prepare for the world of work.

Standardized expectations related to student dress will assist our mobile student population and students move from school to school within the district.

The school administrator will make the final decision about whether an article or style of dress falls outside these guidelines and appropriate dress during extracurricular activities. **Teachers and school administrators will be held accountable for the enforcement of these guidelines.** These guidelines will be applied consistently to all students unless a student's Individual Education Plan (IEP) indicates otherwise. Principals are allowed, with Director's authorization, to designate discretionary days (i.e., picture day, homecoming week, etc.) Harassment/bullying of students shall not be tolerated. Students who harass or bully shall be disciplined according to the provisions of 6.313.

- General:**
- Masks may be required to be worn on school campus at all times
 - no hats/caps or bandanas may be worn in the building
 - no underwear, undershirts or camisoles are to be visible
 - no hoods over the head at school
 - no visible body piercings anywhere except ears
 - hair color must be natural and hair style must be reasonable as deemed by administration
 - other items determined by the school leadership team and approved by the Director to be distracting to the educational environment are prohibited
 - no "grilled" teeth
 - no sweat pants, wind pants, pajama pants or jeans
- Jewelry:**
- large chains, key chains or other objects may not hang from belts or clothing or be worn as jewelry ("large" is to be determined by the school administrator)
 - no items with spikes
 - no items or clothing with symbols related to drugs, alcohol, adult clubs or magazines, gangs, or violence are allowed
- Shirts:**
- polo style - collared - black, white or red - short or long sleeved (sleeve must cover the shoulder)
 - no writing, logos, or any type of design should be on the shirt
 - no holes, cuts or rips of any kind are allowed
 - tucked in at all times
 - sized to fit, neither skintight or sagging
 - turtlenecks are allowed if they are black, white or red and worn under a polo style shirt or sweater
- Pants:** **All pants must have belt loops and be:**
- flat fronted or pleated - khaki, navy or black color
 - capri pants - flat fronted or pleated - khaki, navy or black color
 - no cargo style pants with deep pockets in the front or back
 - no writing, logos, or any style of design should be on any pant
 - no holes, frayed cuffs, cuts or rips of any kind are allowed
 - sized to fit neither skintight no sagging; must be worn at waist

- Shorts:**
- flat fronted or pleated - khaki, navy or black color - (must be knee length when standing)
 - skorts (K-4 only) - Khaki, navy or black color (must be knee length when standing)
 - sized to fit, neither skintight or sagging; must be worn at the waist

- Skirts:**
- solid color (same colors noted above)
 - hemline must at least touch the top of the knee when standing

- Jumper:** • khaki, navy or black in color (must be knee length when standing)

Belts: (Grades 1-12)

- must wear a black, brown, or khaki belt with a silver or gold buckle
- buckle no larger than 2" x 2" square and no speciality, logo, oversized or wording allowed

Sweaters/Sweatshirts:

- black, white, red, or gray hoodies; may have school, college, or sports related logos.
- cotton, cotton/poly blend or fleece style-black, white or red
- vest styles are acceptable

If a student wears a sweater/sweatshirt, an approved uniform style shirt or turtleneck must be worn underneath.

- Shoes:**
- no shoes with heels higher than 2 inches
 - no house shoes/slippers
 - no crocs
 - no rolling shoes

Outer garments:

A student can wear any coat to school. However, once inside the buildings, if the coat does not follow the dress code below, it must be put in a locker till end of the day when they are going to buses or cars.

Dress code for coats:

- coats must be solid red, white, black, or gray with no hood
- any logo must be able to be covered with a 2 x 3 1/2 business card
- school letter jackets will be allowed (team jackets)
- jackets may not be zipped all the way up. (collared shirts must be visible)

Any clothing that is inconsistent with the mission of South Side High School may not be worn.

6.3101 GROUP/GANG ACTIVITY OR ASSOCIATION

The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger.

The director of school will establish procedures and regulations to ensure that any student wearing, carrying or displaying group/gang paraphernalia, or exhibiting behavior or gestures which symbolize group/gang membership, or causing and/or practicing in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action.

6.311 SCHOOL PROPERTY

Students are responsible to the principal for any damage to, or breakage of, school property. Students writing on desks, tables, chairs, furniture, walls or school property will be disciplined. If damage is extensive, a fee will be assessed. In addition, grades, diploma, and/or transcripts may be withheld until fees are paid.

6.312 USE OF PERSONAL COMMUNICATION DEVICES IN SCHOOL

Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks or purses. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones, laptops, and tablets. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal/designee may also grant a student permission to use such a device at his/her discretion.

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parent(s)/guardian(s). A student in violation of this policy is subject to disciplinary action.

South Side High School will discipline per board policy 6.312 and the communication device will be released to a parent/guardian the following school day.

Video surveillance shall be used only to promote the order, safety and security of students, staff and property.

The director of schools is directed to develop procedures governing the use of video cameras in accordance with the provisions of the law and established Board policies.

6.405 MEDICINE

Before any medicine is taken at school, the student should come by the office and get an instruction form. If a student is required to take prescription/non-prescription medication, the school must have written instructions signed by the parent. The instruction form will include:

1. Student's name
2. Name of medication
3. Name of physician
4. Time to be self-administered
5. Dosage and directions for self-administration (non-Prescription medicines must have label directions)
6. Possible side effects, if known
7. Termination date for self-administration of the medication



The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication.

6.601 DISCLOSURE OF STUDENT INFORMATION

The Jackson-Madison County School System may disclose certain information, known as directory information, at its discretion without consent. Parents or eligible students may refuse to let the school system release any or all of this information. If you do not want this information released, you must send written notice annually to the school principal within two weeks of this notification. (Policy 6.601)

The following information regarding students is considered directory information:

- | | |
|----------------------------|-----------------------------------------------------------------|
| 1) Name | 5) Date and Place of birth |
| 2) Address | 6) Major field of study |
| 3) Telephone Number | 7) Participation in officially recognized activities and sports |
| 4) Electronic mail address | |

6.604 MEDIA ACCESS TO STUDENTS

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies.

Each year parents/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school.

Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature.



If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver will be obtained from the student's parent/guardian.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Parents will be advised of the Board's media access to students policy at the time of the student's registration and each fall in the student/parent handbook.

6.704 HALL POSTERS

A system wide policy prohibits posting outside events. School club and class announcements may be posted. School related announcements may be posted in assigned places on approval from campus administrator. Student publications shall be under the control of the principal.

LIBRARY MEDIA CENTER

A. LOCATION/HOURS

SSHS Library Media Center is located in the center of the East Campus building next to the Cafeteria.

Students may enter the center from any hall; however, students are not to use the media center as a shortcut to another hall. The center is open from 7:00 a.m. to 2:30 p.m. To visit the library during a class period, students should present a pass from their classroom teacher. To visit the library during lunch, students must have lunch on East Campus and visit the library PRIOR to 3rd block to obtain a lunch pass from the librarian.

B. CONDUCT

The library media center is for the use of all students and teachers. It is a place for reading, studying, and relaxing. As a library user you will be expected to help maintain a quiet, orderly center where students can work and relax. A student who misbehaves in the library will be sent back to the class from which he came. For repeated misbehavior a student may be barred from the library for an extended length of time set by the librarian.

C. RESOURCES

- The Library Media Center (LMC) had over 11,000 books and media available for student and teacher use, including a career section, a reference section, popular YA fiction, and nonfiction. There is a professional section and DVDs for teacher use. The LMC holds subscriptions to a number of magazines and the daily Jackson Sun newspaper.

- The LMC utilizes the databases of the Tennessee Electronic Library (TEL) and encourages students and teachers to access these for assignments and scholarly work. Feel free to ask the librarian for assistance.
- Anyone may access the OPAC (online public access catalog) for the South Side High School Library collection at <http://library.jmcss.org/opac/southsidehs>
- Students, teachers, and others may access a variety of resources via the South Side High School Library's Symbaloo page at <http://sshslibrary.symbaloo.com>. The library encourages students and teachers to utilize this resource as a starting point for online research, test prep, and more.
- The LMC has a small collection of e-books available for checkout via the Follett Shelf website. South Side High School's collection of eBooks may be accessed at <https://wbb13340.follettsshelf.com>. A username and password is required, see the librarian for access and more information.

D. BORROWING

A student must check out any book or other material which he takes from the library. He is responsible for returning it or paying for it. A student may not check out books or other materials for another student.

Only three books may be checked out at a time unless special permission is granted from the librarian.

Books are borrowed for a period of two weeks. Renewals are available as long as there are no holds for the item. Stop by the library to renew books or materials. The items are not needed for renewal. If a desired book is checked out, a student or teacher may place a hold for that title. The librarian will notify the student or teacher when the book is available for them.

E. RETURNING MATERIALS

Books are returned by dropping them in the book drop at the circulation desk. Overdue books should be handed to the library assistant and the fine paid. Students dropping overdue books in the book drop will be liable for the full fine.

F. FINES (Policy 6.709)

A fine of ten cents a day (up to the value of the book) is charged on overdue books. A fine of twenty cents per day is charged on reference books not returned the next day. Overdue notices are sent out weekly to remind students to return books in a timely manner.



G. E-MAIL

Each student has an email account through the district using Microsoft Outlook that should be used for school assignments. Students may find access via the school websites, shortcuts on the computer desktop, or the library Symabloo page. Students' log-in information is the same as their computer access information (see Policy 4.406). Please note that email accounts from outside sources may be blocked from the district for use.

SCHOOL HEALTH NURSE PROGRAM

The Jackson-Madison County School System has allowed school health nursing services to be provided to all schools since the 2002-2003 school year, and will continue as long as funding is available. Each of the five RNs has four to five schools and will be at the high school at least one day per week.



NJROTC



South Side High School offers a Naval Junior Reserve Officer Training Corps. Students taking NJROTC must meet the following eligibility requirements: 1) must be in the 9th grade, 2) must be physically fit, 3) must be a citizen of the US, 4) must NOT be a repeat discipline student.

These are guidelines for admission to the NJROTC program. Final approval must be granted by the instructors and administration.

ALTERNATIVE SCHOOL PROGRAM

The Jackson-Madison County School Board operates an alternative school program for students in grades 6-12 who have been suspended or expelled from regular school programs. South Side High School administrators keep a record of all students with discipline problems. These discipline problems are evaluated when recommending students for alternative school. The following are some reasons for recommending students to alternative school: (1) habitual misbehavior, (2) three or more times smoking, and (3) fighting.



DIRECTORY

Questions/Problems?	Contact Person	Phone
Athletics	Mrs. Bingham	410-6431
Band	Mr. Sinclair	506-2151
Bus	Mr. Davis	988-3890
Cafeteria/Free Lunch		
East	Mr. Lane	422-6178
West	Ms. Cole	427-8524
Chorus	Mr. Reed	506-2161
Counselors		
9th, 10th, 11th Grade (A-K)	Ms. Smith	422-9923
9th, 10th, 11th Grade (L-Z)	Mrs. Reese-Hornsby	422-9923
12th Grade	Ms. Freeman	422-9923
Test Coordinator	Dr. Sherrod	422-9923
Early Dismissals	Ms. Waddell	422-9923
Financial Aid Forms	Ms. Freeman	422-9923
Parkview Learning Center	Ms. Gore	427-2841
JROTC	Cmdr. Delahoussaye	215-2469
Library	Ms. Parnell	424-3739
Lockers	Ms. Davenport (East)	424-5681
	Ms. Wilcox (West)	422-9923
New Student Registration	Ms. Waddell	422-9923
Parking Permits	Ms. Davenport	424-5681
Special Education	Mrs. Newbern	
Superintendent	Dr. Marlon King	664-2500
Yearbook	Ms. Lee	422-9923



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OVERVIEW OF ASSESSMENTS

2023-2024 (Policy 4.700)

Testing Window

Fall: TBA
Spring: TBA

Assessment Name	
ACT	October 3, 2023 - Grade 12 March 26, 2024 - Grade 11
English I/II	Subpart 1: 85 minutes (writing) Subpart 2: 50 minutes Subpart 3: 50 minutes Subpart 4: 45 minutes Total: 230 minutes
Algebra I/II	Subpart 1: 35 minutes (no calculator) Subpart 2: 50 minutes (calculator) Subpart 3: 60 minutes (calculator) Total: 145 minutes
Geometry	Subpart 1: 35 minutes (no calculator) Subpart 2: 50 minutes (calculator) Subpart 3: 60 minutes (calculator) Total: 145 minutes
Biology I	Subpart 1: 75 minutes Total: 75 minutes
US History	Subpart 1: 50 minutes (writing) Subpart 2: 45 minutes Subpart 3: 45 minutes Total: 140 minutes

* A more precise set of dates for each assessment will be established in August after additional state guidance on testing windows is released.

The following information is provided to meet the requirements of the Tennessee Legislature's Public Chapter 585.

Tennessee Department of Education Contact Information

Answers to many questions and much helpful information may be obtained from the State Department Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speed/index.htm>.

Legal Services Division
Division of Special Education,
Tennessee Department of Education
710 James Robertson Parkway
Andrew Johnson Tower, 11th Floor
Nashville, TN. 37243-0380
Phone: (615) 741-2851
Fax: (615) 532-9412

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

A few of these organizations are listed below:

The ARC of Tennessee is on the Internet at

<http://www.thearctn.org/>
151 Athens Way, Suite 100
Nashville, TN 37228

Phone: (615) 248-5878 Toll-free 1-800-835-7077 Fax (615) 248-5879
Email: info@thearctn.org

Support and Training for Exceptional Parents (STEP) is on the Internet at

<http://www.tnstep.org/>
712 Professional Plaza
Greeneville, TN 37745 West Tennessee: (901) 726-4334
derek.flake@tnstep.org

Disability Law and Advocacy Center of TN is on the internet at

<http://www.diactn.org>
2693 Union Avenue, Suite 201
Memphis, Tennessee 38112
901-458-6013 (TTY) 901-458-7819 (FAX)

Tennessee Voices for Children is on the Internet at

<http://www.tnvoices.org/main.htm>
West Tennessee (Memphis): Phone: (901) 752-2522 Fax: (901) 758-2622

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services - Disability Pathfinder Database: <http://kc.vanderbilt.edu/tennesseepathfinder>

On the web page, select your "county" and the "service" you desire from the drop-down lists and click "Submit".

