

2019-2020 STUDENT HANDBOOK

SMN AND SMSD GUIDELINES, PROCEDURES, AND POLICIES



DISTRICT GUIDELINES

PHILOSOPHY OF EDUCATION

The Shawnee Mission School District will provide comprehensive education in a secure environment of cooperation and mutual respect among students, faculty, families, and the community.

Our curriculum will provide a rigorous academic challenge and reflect current knowledge of students and how they learn. Students will be offered an educational program appropriate for their needs, interests, and abilities. They will be taught the skills needed for successful living in a changing world.

The school, family, and community will work together to enable students to develop self-confidence, self-discipline, the ability to work cooperatively with others, aesthetic awareness, recognition of the inevitability of change, and a commitment to learning throughout life.

All students need to understand their individual rights, that responsibilities accompany those rights, and the heritage that assures those rights and responsibilities.

First approved by the Board of Education January 12, 1976

Revised May 10, 1999

NOTICE OF NON-DISCRIMINATION POLICY

The Shawnee Mission Unified School District No. 512 believes in the principle and practice of equal opportunity under the law. Neither the board of education nor any employee of this school district shall illegally discriminate on the basis of race, creed, religion, color, national origin, ancestry, age, sex, disability, or any other statutorily prohibited basis. All policies and regulations of the board of education shall be enforced in compliance with this policy.

As a means of assuring equal employment opportunity in this school district, the board of education has adopted an Affirmative Action Plan. The board fully supports the provisions and requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. Section 1681 et

seq., prohibiting discrimination on the basis of sex in education programs and activities. The board further supports the provision of S 504 of the Rehabilitation Act of 1973, 20 U.S.C. Section 706 (P.L. 93-112), concerning treatment of disabled persons; and the provisions of the Education of the Handicapped Act, 20 U.S.C. Section 1401 et seq. (P.L. 94-142), concerning education of disabled children.

The board fully supports the provisions and requirements of the Title II Subtitle A of the Americans with Disabilities Act of 1990 (P.L. 101-336) which protects qualified individuals with disabilities from discrimination in the services, programs, or activities, including employment practices of Shawnee Mission Unified School District No. 512. This section of Title II also requires that qualified individuals with disabilities not be excluded from participating in or receiving the benefits of programs or activities provided by the school district. The district also fully supports and complies with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. Section 7905, 34 C.F.R. Part 108.

The district does not discriminate in the admission or access to, or treatment of employment in its programs and activities. Any person believing that they have been discriminated against on the basis of disability should contact the district for a copy of their rights. Additionally, such persons may immediately contact the deputy superintendent, Dr. Kenny Southwick, at 8200 W. 71st St., Shawnee Mission, KS 66204; telephone number 913-993-6200. The district is also committed to providing an environment free from harassment based on gender, race, creed, religion, color, national origin, ancestry, and age. Concerned persons may also contact the Office for Civil Rights, 1010 Walnut St., Ste. 320, Kansas City, MO 64106; Phone: 816-268-0550 or 877-521-2172 (TTY); and email; OCR.KansasCity@ed.gov.

CODE OF CONDUCT

The Shawnee Mission School District has the expectation that all interactions by staff, students,

parents, and community members be conducted with professionalism, courtesy, dignity, and respect. This includes personal and private interactions as well as behaviors at any school-sponsored activity, both on and off school grounds.

Behaviors that are prohibited include those that are coercive, intimidating, violent, or harassing. Examples of prohibited behavior include, but are not limited to, use of profanity, personally insulting remarks, attacks on a person's race, gender, nationality, religion, or behavior that disrupts learning or the safety of anyone in the environment. Such interactions could occur in telephone conversations, voice mail messages, face-to-face conversations, written letters, e-mail messages, or at public events. The goal of these expectations is to maintain an environment that is ethical, legal, and non-abusive towards all parties.

ATTENDANCE (REVISED 2016-2017)

Shawnee Mission K-12 Attendance Guidelines

All students enrolled in the Shawnee Mission School District shall be required to attend school on a regular basis to provide students the opportunity to be successful. Daily attendance records shall be maintained for each student. Absences are at times unavoidable due to illness or family concerns. The Shawnee Mission K-12 guidelines represent an effort to be fair in dealing with absences and to encourage good attendance. Building principals are responsible for enforcing Kansas State Statutes and district attendance guidelines.

The Shawnee Mission School Board has approved six (6) reasons for students to be excused from school. The reasons are as follows:

- Personal illness. (Doctor/Dental/Medical appointments) The school may, with notice to the parent, require verification from a physician of absences due to reasons of health.
- Serious illness or death of a member of the family
-
- Obligatory religious observances of the student's own faith.

- Emergency situation requiring immediate action.
- Participation in a Kansas State High School Activities Association activity, a district-approved function, or a school-sponsored activity.
- An absence that has been requested in writing and approved in advance by the building administration.

High school attendance will be monitored from 7:40am to 2:40pm. School starts at 8:50 am on Thursdays in the High School unless otherwise noted. Students are expected to attend school daily and arrive on time.

At the secondary level any student arriving within the first ten minutes of a class period will be considered tardy. Arrival after that time will be recorded as an absence. Excessive tardies will be combined with other unexcused absences for truancy purposes.

If a student arrives late or leaves early for up to three hours or is gone for three hours during the day for an appointment described above it will be counted as a half-day excused absence. We encourage students to return to school as soon as possible from appointments during the school day. **High school attendance is in session from 7:40am to 2:40pm. School starts at 8:50 am in the High School unless otherwise noted.** Students are expected to attend school daily and arrive on time.

K-12 Reporting and Recording of Absences

- An **unexcused absence** is one that has been classified as such by the building administration. An absence will be classified unexcused if it does not fit one of the board's six stated reasons for excusable absence or if the parent or legal guardian does not follow the building attendance procedure.
- Parents or legal guardians are expected to call the building's attendance line to report daily absences, late arrivals, or early dismissals. If a call is not received, school personnel will attempt to contact the parent. If no contact is made within 48 hours, the absence will be counted as unexcused.

- Absences by parent request for family and personal reasons are acceptable provided arrangements are made through the building principal in advance of the absence. These absences will count toward total absences. Students are responsible to complete all make-up work. Students are encouraged to complete work prior to absences when possible.
- Students with excessive absences are at risk of not earning credit and/or not mastering grade level standards.
- When a student has reached **7 absences** during the school year, the parents will be sent a reminder letter. After **10 absences**, documentation will be required for all future absences. It is required for each subsequent absence/tardy for illness and appointments the student bring a doctor's note documenting the reason for the absence.
- Per state truancy laws and the Shawnee Mission School District truancy policy, if a student has three (3) unexcused absences in a row, five (5) in a semester, or seven (7) in a year, a truancy report will be filed with the Johnson County District Attorney's office and the parents will be notified. If the student is under the age of seven (7), a report will also be made with the Department of Children and Families (DCF).
- At any time a student's school attendance is a concern, the building administration may require a meeting with the parent or legal guardian to address the issue.

BUS SERVICE

The school district will pay for bus service to and from school for those students who attend the school serving the area of the student's residence and reside **more than two and one-half miles** from the school. Contact the school office for information about bus service. In some cases bus transportation may be provided for students who reside less than two and one-half miles from the school. Contact the bus company directly for more information. To help ensure compliance with necessary safety rules, video cameras may be used on school buses. Violations of bus regulations may result in the student receiving

appropriate disciplinary actions, which may include being removed from the bus, and/or suspended from school. When late buses are available, all students living in the attendance area, even if they live within the two and one-half miles from the school, may ride the late bus home.

COMMUNICATION

Report cards are posted in Skyward for review four (4) times per year. Parents may access student grades through Skyward at any point during the school year. Teachers will be in communication with parents of students who are failing or doing unsatisfactory work. All parents are encouraged to confer with the classroom teacher during fall and spring conference times. Any additional concerns may be addressed with the classroom teacher or building administrator. Parents are urged to participate in PTA and to attend school activities.

DISCIPLINE

Book	SMSD Policies
Section	J: Students
Title	Student Discipline
Number	JCD
Status	Active
Adopted	November 24, 2014
Last Revised	June 22, 2015

Responsibility for Maintaining Discipline

It is the combined responsibility of administrators, teachers and students to foster attitudes of respect, good will and concern for the welfare of all persons in the school community. Good order will result if all persons accept and exercise that responsibility.

In light of the fact that they have primary contact with students, teachers are initially responsible for maintaining student control and discipline. It is the teacher's responsibility to follow a reasonable approach in administering student control and discipline.

Insofar as may be reasonable, all administrators shall support and assist teachers and students in their efforts to maintain good order and discipline. A school principal has complete authority to deal with disciplinary problems in his or her school, and the district administration shall be called into a disciplinary action only when the problem exceeds the control of the individual school. In furtherance of

such authority, a school principal may adopt guidelines and rules for the governance of his or her school. The district administration will support all reasonable decisions of the school principals.

The Separation of Disciplinary Actions and Academic Accomplishments

It is our goal to provide appropriate discipline without affecting academic accomplishments. Disciplinary actions will not involve the reduction of the student’s grade which has been earned prior to the point of the infraction. Student discipline may result in the student not earning participation points for the day’s activity. It is also possible that a student’s actions and the resulting disciplinary action will prevent the student from earning daily class credit during a period of suspension.

Special Education Students

The progressive discipline philosophy will also apply to special education students wherever appropriate. However, individual special education services may not be denied, unless authorized by law. During in-school suspension, it is imperative special education students must be provided study materials according to their Individualized Education Program. It is desirable that the student’s individual education plan will address the student’s individualized needs on discipline, including which techniques can appropriately be used with the student.

CHILD ABUSE

Kansas law requires school personnel suspecting child abuse to report the concern to the Division of Children and Family Services (800-922-5330). A log of the call should be maintained and the building administrator informed.

DANGEROUS WEAPONS GUIDELINES

No student or visitor to any Shawnee Mission School District property, or school-sponsored function regardless where held, may possess, transport, display, offer for sale, barter, use, threaten to use, or exchange any gun, bomb, other dangerous weapon, or any object that might have a reasonable "look-alike" resemblance to a dangerous weapon. A dangerous weapon may be

defined as: "Any object which may cause a serious injury or fatal wound."

In the event a student of the district or a visitor is found to be in violation of this guideline, the school administration shall notify the police department. The school administration shall also suspend the student(s) involved and recommend expulsion in accordance with the board of education policies and laws of the state of Kansas.

In addition, any student using any object that could result in a fatal wound or serious injury to persons or property will be subject to this policy.

DRUG USE

The Shawnee Mission Board of Education, recognizing its responsibility to promote the health, welfare, and safety of the students of Shawnee Mission schools, adopts the following policy to assist in the protection of students from dangers, which result from the abuse of restricted substances:

The possession, use, transfer, or sale of a restricted substance (drugs) as defined by state statutes on public school property at public school activities is expressly prohibited. Any student violating this policy will be suspended or expelled from school.

SAFE SCHOOLS

It is our goal to provide an emotionally and physically safe environment for each child. Safety expectations will be taught at the beginning of the school year by the principal and the teachers. This information will be reinforced continually. As part of the safety orientation, students will regularly practice fire, tornado, and lockdown drills. We will provide an emotionally safe environment for each student. We will assist our students in understanding that bullying and any kind of harassment will not be tolerated. *If your child has a problem, please let the school know immediately and an appropriate action will be taken.* Students may also use the district-wide bullying app to report incidents or issues.

Please join us in teaching your child about safety in all areas. Review the district policy on student weapons and emergency safety interventions.

Book	SMSD Policies
Section	J: Students
Title	Weapons
Number	JCDBB
Status	Active
Adopted	November 24, 2014

Possession of, handling, and/or transmitting a weapon at school, on school property, on the bus or in any vehicle used to transport students for district purposes at a school sponsored activity 7 days a week, 24 hours a day as defined under the Kansas Gun-free Schools Act, K.S.A. 72-89a01(h) or amendments thereto shall result in expulsion from school for a period of not less than one year. The superintendent may modify the expulsion in any manner consistent with federal law. Possession of a weapon means knowingly having direct physical control over a weapon or destructive device or knowingly having the power and the intention at a given time to exercise dominion or control over a weapon.

Under that act, weapon is defined as: "Weapon" means (1) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any weapon described in the preceding example; (3) any firearm muffler or firearm silencer; (4) any explosive, incendiary or poison gas (a) bomb, (b) grenade, (c) rocket having a propellant charge of more than four ounces, (d) missile having an explosive or incendiary charge or more than 1/4 ounce (e) mine or (f) similar device; (5) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; (6) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; (7) any bludgeon, sand club, metal knuckles, or throwing star; (8) any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; (9) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. The term 'weapon' does not include within its meaning (1) an antique firearm; (2) any device which is neither designed nor redesigned for use as a weapon; (3) any device, although originally designed for use as a

weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device; (4) surplus ordinances sold, loaned or given by the secretary of the army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10 of the United States Code; (5) class C common fireworks."

Students shall not knowingly possess, transport, display, or offer for sale, barter, use, threaten to use or exchange any object that can be reasonably considered a weapon, at school, on school property, on the bus or in any vehicle used to transport students for district purposes at a school sponsored activity, 7 days a week, 24 hours a day, 365 days a year. Violation of this provision shall result in expulsion from school for up to 186 days. This provision covers all weapons or facsimiles of weapons which are not covered by paragraph A and K.S.A. 72-89a01(h).

Any student who brings a firearm or weapon to a school, district facility, district grounds, or on the bus or in any vehicle used to transport students for district purposes at any time 7 days a week, 24 hours a day must be referred to law enforcement as required by Kansas law.

In accordance with K.S.A. 72-89c02, whenever a pupil who has attained the age of 13 years and has been found in possession of a weapon, controlled substance or illegal drug at school, upon school property, on the bus, or in any vehicle used to transport students for district purposes or at a school sponsored activity 7 days a week, 24 hours a day, 365 days per year or has engaged in behavior at school, upon school property, on the bus, or in any vehicle used to transport students for district purposes or at a school sponsored activity 7 days a week, 24 hours a day, 365 days per year, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the principal or administrative designee of the school shall make an immediate report of the pupil's act to the appropriate law enforcement agency.

This policy is supplemental to any other administrative guidelines and procedures affecting students.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies), and, if a

juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

Notwithstanding any other language to the contrary, it shall not be a violation of this policy for a student enrolled in Navy Junior Reserve Officers Training Corps (NJROTC) to possess NJROTC equipment for the purposes of participating in adult-supervised NJROTC activities.

EMERGENCY SAFETY INTERVENTIONS

Book	SMSD Policies
Section	G: Personnel (Licensed and Non-Licensed)
Title	Emergency Safety Interventions
Number	GAAF
Status	Active
Adopted	February 23, 2015
Last Revised	August 15, 2016

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state of any Kansas municipality. This term includes a campus police officer.

"Legitimate law enforcement purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

"School resource officer" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

"School security officer" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing

state and local law enforcement agencies in which the school district is located but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving, the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students: Using face-down (prone) physical restraint;

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, *except*:
 - Protective or stabilizing devices required by law or used in accordance with an order from person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to

affect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file.

Such written statement shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent, the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contact the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback to comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,

- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a section 504 plan such student's IEP team or section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an

individualized education program team meeting, the private schools shall help facilitate such meeting.

For a student without an IEP or section 504 plan the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the

board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

DRESS CODE

If a student's appearance attracts undue attention to the extent that it may become a disruptive factor in the education process, a building administrator will ask the student to make the necessary changes. In the event that the change does not take place in the time allowed, the administrator will prescribe the consequences. Clothing with vulgar, profane, ethnically derogatory messages, pictures, symbols, or depictions of gangs, illegal substances, or alcoholic beverages may not be worn. Hats will be worn outside only. For further information about the school dress code, refer to your school guidelines.

This is the board policy language (JCDB) - The general atmosphere of a school must be conducive to

learning. A student's clothing or general appearance which materially or substantially interferes or disrupts the educational environment or invades the rights of others is prohibited. Additionally, a student's clothing or appearance which is vulgar, indecent, obscene or insulting, or which promotes or encourages behavior such as smoking, drinking, drug use, physical or sexual violence or the use of illegal substances, or which promotes illegal activities is prohibited.

FOOD SERVICES

Breakfast and lunch are available at all schools every day school is in session. Menus for breakfast and lunch are available online at <http://foodservices.smsd.org/Pages/MENUS.aspx>.

All menus meet the USDA guidelines and are age appropriate. New products and menu items are evaluated with student input. Menus include all whole grain rich items, fruit (fresh, frozen or packed in light syrup), and 0 trans-fat. We're working to reduce the sodium and food dyes in food items and toward clean food labels.

At breakfast a student must choose a full portion of at least three items to receive a complete school breakfast and one item must be ½ cup of fruit or juice. Items include: entrée, grain, fruit/juice & milk.

At lunch a student must choose a full portion of at least three of the five components to receive a complete school lunch and at least one component must be a ½ cup fruit or vegetables. Components include: entrée, grain, fruit, vegetable & milk. Student have unlimited (single trip) fruits & vegetables available except for juice and potatoes.

Numerous a la carte options are available for purchase.

Meal prices are available online at <http://foodservices.smsd.org/Pages/PRICES.aspx>. Payments can be made by check or cash at the school or by credit or debit card online. Parents can monitor student purchases online. Reminder phone calls for negative balances are made to elementary and middle school students. All students will receive calls for low account balances.

Three lunch charges are allowed at elementary and one lunch charge is allowed at middle school. No charges are allowed at high school. A la carte items cannot be charged. Students who have charged the maximum allowance to their account and cannot pay out of pocket for their meal will be provided a toasted cheese sandwiched and milk at no cost to the student. Account balances (positive or negative) will follow the student each year with the district. Students who withdraw from the district with a positive account balance will be refunded the money. Negative account balances need to be repaid or the debt will be sent to collections.

Any parent or guardian can apply for free or reduced meals for their children. Applications are available online or paper applications are available at each school and at the food service office. A new application (per family) must be submitted each year. If you are approved for free or reduced meals this includes breakfast and lunch. All breakfast and lunch choices are available for all students regardless of their eligibility status.

Any questions about food service should be directed to the cafeteria manager of your child's school or to the district food service office at 913-993-9710. This institution is an equal opportunity provider.

HEALTH SERVICES

1. Each school is served by a full time nurse. If a student is injured or becomes ill at school, parents are notified.
2. Kansas law requires that a Certificate of Immunization form be completed for all students. As a substitute for the required Certificate of Immunization, a student may present proof of compliance with one of the alternatives specified by Kansas law. A completed Health History and Emergency Permit form is required at the time of initial enrollment and again at the beginning of grades four, seven, and nine. Physical examinations and dental checkups are recommended. A physical examination will be required of all students eight years old or younger who are entering a Kansas school for the first time.
3. All medication is to be kept in the nurse's office. School personnel, including school nurses, are not authorized to dispense any medication, including over-the-counter medication, without written permission from a parent or guardian. Many

medications can be given at home before and after school. When this is not possible, medication to be administered at school should be brought directly to the nurse's office and must be accompanied by the following information:

(1) PRESCRIPTION MEDICATION

Prescription medications must be sent to school in the original prescription container. The prescription label will serve as the written permission from the doctor. If the doctor has given samples of medicine, then a written note from the doctor is necessary and should include the name of the student, the name of the medication, and the dosage prescribed.

(2) NON-PRESCRIPTION MEDICATION

These medications must be accompanied by a written note from the parent and should state the student's name, the reason for taking the medicine, the time the medication is to be given, the dosage prescribed and the number of days to be administered at school. These medications include over-the-counter allergy medicine, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or other.

4. Any student who has a cast, crutches, sutures, or an incapacitating injury must bring a doctor's note detailing the amount of participation in school activities allowed.
5. All students are given individual hearing and vision tests at regular intervals during their elementary and secondary years. Parents are notified if the child is in need of additional examinations.
6. Parents are encouraged to make appointments for medical and dental services after school hours or on Saturdays.
7. Parents are encouraged to contact the school nurse for specific information regarding periods of quarantine for various illnesses.

INSURANCE

The district does not carry health or accident insurance for students. An optional accident insurance plan is available through a private company at a nominal fee. Information about this plan is sent home in the fall and is made available to new students at the time of their enrollment.

TRANSFER POLICY

Unless otherwise specified in school board policy JBCA, it is the policy of this school district that a student shall be required to attend the school designated for the attendance area in which the student resides. A student may be permitted to transfer to a school outside of the student's attendance area. Transfer guideline procedures will be followed when determining approval and denial of transfer requests.

All In-District and Out-of-District transfers shall be submitted electronically by the parent to the Office of Instructional Leadership. Students interested in attending Horizons High School should contact their school counseling department.

Transfers considerations:

- Siblings of current In-District Transfer students receive priority consideration.
- In-District Transfers are reviewed first.
- Remaining transfer requests are considered in the order they are received.

Transfer Timeline:

Application

All applications are submitted electronically to the Office of Instructional Leadership. **The online application opens March 1 @ 8:00 a.m. and closes April 30 @ 5:00 pm.** Beginning in March 2016, **SMSD no longer accepts “new” Out-of-District Transfer students** unless the requesting students are:

1. a sibling of an existing transfer student (currently in good standing).
2. a dependent of a current and continuing SMSD employee

New students enrolling in the district or current students moving within the district boundaries after June 1, are eligible to submit a transfer application.

An employee hired after July 1, may submit a transfer request for their child directly to the Office of Instructional Leadership.

Approval/Denial Process

Approval/denial of transfers will be based on the date

and time the application was received, current enrollment numbers and good standing requirements at the time of review.

Barring unforeseen circumstances, transfer decisions will be communicated by the Office of Instructional Leadership no later than June 15. Additional approvals, if enrollment permits, will be notified by August 1.

All students on transfer shall be considered to be eligible for transfer based on good standing and space available.

Out-of-District and In-District Transfer Students

For purposes of this policy, “parent” means the natural parents, adoptive parents, step-parents or foster parents. For purposes of this policy, “person acting as a parent” means a guardians or conservators, a person liable by law to care for and support the child, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

Out-of-District Student Enrollment

Out-of-District students are those who do not meet the qualification of a resident student. As of March 2016, Shawnee Mission USD 512 shall not accept new Out-of-District students with the exception of children whose parents are employees of the district (parent as defined above in this policy) or as otherwise specified herein. An employee is defined as KPERS eligible.

Siblings of currently enrolled Out-of-District students, who are students in good standing, will be allowed to apply for admittance. New Out-of-District students (employee children and siblings of previously enrolled students only) will be eligible based upon existing staff, class size, facility space/capacity/enrollment, and the availability of equipment and supplies. No allowance is made for transportation as this must be provided by the student or the family.

Students in grades Pre-kindergarten through Grade

12 inclusive who are not legal residents of the school attendance area on the opening day of the school year, but whose parents present evidence of having signed a contract to buy, build, lease or rent a dwelling that is to be occupied by them sometime during the first semester, will be granted permission to begin the school year in the school attendance area in which they will reside.

When students move outside the district after the beginning of the school year and are in the fourth consecutive semester of enrollment as a resident, they may be allowed to finish the school year without tuition if the student is in good standing and if an application is completed and approved.

If a student's district residency is determined to be fraudulent, said student does not qualify for continuing non-resident enrollment and will be immediately withdrawn from the Shawnee Mission School District.

Continuing Out-of-District Enrollment

All transfer students in the Shawnee Mission School District are expected to remain in good standing. Students determined not to be in "good standing" (academically, behaviorally, or with regard to acceptable attendance levels), may be withdrawn from the Shawnee Mission School District at any major grading period (1st Quarter, 1st Semester, 3rd Quarter, and 2nd Semester). Transfer students will not be required to apply for re-admittance annually unless they are changing levels/buildings (from elementary to middle or middle to high); however, continuing transfer students will only continue to be accepted at the transferring school to the extent that staff, class size, facilities, equipment and supplies are available.

In-District Transfer Student Enrollment

In-District transfer students are resident students who want to attend a school outside of their attendance boundary (home-school). In-District students will be eligible based upon existing staff, class size, facility space/capacity/enrollment, and the availability of equipment and supplies. No allowance is made for transportation as it must be provided by the student or the family. In addition, students determined not to be in "good standing" (academically, behaviorally, or with regard to acceptable attendance levels) may be returned to their "home school" at any major grading period (1st Quarter, 1st Semester, 3rd Quarter, and

2nd Semester).

Continuing In-District Transfer Enrollment

All transfer students in the Shawnee Mission Schools are expected to remain in good standing. Students determined not to be in "good standing" (academically, behaviorally, or with regard to acceptable attendance levels), may be revoked at any major grading period (1st Quarter, 1st Semester, 3rd Quarter, and 2nd Semester) and the student will be required to re-enroll in their home-school. Transfer students will not be required to apply for re-admittance annually unless they are changing levels/buildings (from elementary to middle or middle to high); however, continuing transfer students will only continue to be accepted at the transferring school to the extent that staff, class size, facilities, equipment and supplies are available.

Criteria for Out-of-District and In-District Transfer Continuing Enrollment ("Good Standing")

All Out-of-District and In-District Transfer students must meet the following criteria:

- the student must be in good standing academically at the school he/she currently attends; "Good standing", academically, is defined as maintaining no less than a "C-" in every course on every quarterly grade report. Academic standing must be verified by official school documents;
- the student must be a citizen in good standing at the school he/she currently attends; a citizen in "good standing" is defined as having no suspensions or expulsions during the student's school career; no office referrals during the previous two school years in the Shawnee Mission School District. The student must submit as part of his/her initial non-resident/transfer application, official school documents verifying he/she is a citizen in "good standing";
- the student must demonstrate regular attendance habits; regular attendance habits is defined as no more than ten (10) days of absences during the previous school year (tardies to school or class may accumulate as absences); student attendance must be verified by official school attendance records.

Shawnee Mission North High School

7401 Johnson Drive, Overland Park, KS 66202

Phone: (913) 993-6900 • Fax: (913) 993-7099

Attendance Hotline (913) 993-6945

smnorth.smsd.org

Where Tradition Began.... Excellence Continues!

On behalf of the faculty and staff at Shawnee Mission North High School we are excited that you are a part of the North Family. Our goal is to make your four years at SMN the springboard to all of your future goals and aspirations. In order to assist you along the way we are committed to challenging you to be the best you can be. Whether you plan on attending college, joining the military or entering the workforce after completing your high school experience our caring and dedicated staff will strive to make sure you are prepared both academically and socially.

The rules and guidelines in this handbook are intended to provide all of us with an atmosphere that will allow education to take place in a safe and structured environment. We encourage you to take an active part in the wide range of extra-curricular activities offered at SMN. We are confident that by combining academics and extra-curricular activities you will make the most of your high school experience and create memories that will last a lifetime.

Finally, I encourage you to live everyday by subscribing to our Tribe Tenets: Trust, Respect, Integrity, Belief and Excellence. You will hear our staff and your peers refer to these throughout the school year and they are a vital part of the culture of our building. SMN is built on tradition and excellence and you are now a part of this special community. We are excited you are here and we challenge you to go that extra degree and reach your highest potential.

North Pride!

Dr. Jeremy Higgins

Building Principal

Shawnee Mission North Mission Statement

Shawnee Mission North High School develops life-long learners and responsible, globally-conscious citizens through high expectations for student achievement within a caring school community.

School Song

Shawnee Mission, Shawnee Mission here's our toast to thee.
We will cherish and respect thee, pledge our loyalty. We will honor, we will love thee – send our colors forth. Proud and brave our alma mater, Shawnee Mission North.

Fight Song

Onward Shawnee! Onward Shawnee! Fight for victory. Press 'em harder, ever harder – show them we can fight, fight, fight, fight! Onward Shawnee! Onward Shawnee! Fight for victory. Fight Indians; fight, fight, fight – we'll win tonight!

School Traditions

- School Song (learn and sing, raise right index finger)
- Stand-up at pep assemblies and sporting events during the national anthem
- Indian Head in front of the office – do not walk on it!

SMN ADMINISTRATION

Building Principal Dr. Jeremy Higgins

Associate Principal Mr. David Ewers

Associate Principal Mr. Kent Glaser

Associate Principal Mr. Dustin Jamison

Activities Director.....Ms. Annette Gonzales

PURPOSE

This handbook is intended to provide basic information for students and parents regarding attendance requirements, discipline procedures, nondiscrimination, and acceptable technology use in the Shawnee Mission School District. This information is extracted from board of education policies and from Administrative Guidelines and Procedures Affecting Students of Shawnee Mission Schools K-12. These documents are used to implement board of education policies. The information contained in this booklet is not all-inclusive. However, it does address many of the more significant issues.

Questions regarding rules and regulations specific to any building should be addressed to the building administration, which will be happy to provide clarity and/or additional information. You may request a copy of Administrative Guidelines and Procedures Affecting Students of Shawnee Mission Schools K-12 which is used as an administrative guide to implement board of education policies. This handbook also provides information about grades, enrollment, health requirements, transfer procedures, student assistance programs, etc.

Information pertaining to course offerings is available in the middle and high schools Student Program Planning Guides. Copies of the guides are available in the school offices.

SM NORTH EXPECTATIONS

Shawnee Mission students are citizens within their school community and, as such, have rights and responsibilities. The rights are referenced to the U.S. Constitution and to policies of the State of Kansas and the Shawnee Mission School District. The responsibilities are those willingly assumed by good citizens in their efforts to create and maintain the greatest amount of individual freedom of action and within the constraints of concern for the good of the total group.

SM North has the highest regard for its student body and has high expectations for our students to excel in academic rigor, social competency and overall school safety. To help maintain a positive school culture, students are expected to use appropriate language and maintain a moderate tone when speaking, to respect others' space and property, and to keep hallways open and traffic moving during passing periods.

FUNDAMENTAL PRINCIPLES

TRIBE TENETS

- | | |
|--------------------|--|
| Trust: | We will make sure our words and actions inspire others to believe in and depend on us. |
| Respect: | We acknowledge that by showing respect to ourselves and others we gain respect. |
| Integrity: | As people of character, we strive to uphold high moral principles in our thoughts and actions. |
| Belief: | We are capable learners and respectful citizens setting high expectations for ourselves. |
| Excellence: | We will continually strive toward our personal best in all endeavors. |



MONDAY, TUESDAY & FRIDAY SCHEDULE

TRADITIONAL DAY

<u>BLOCK</u>	<u>TIME</u>
1	7:40 - 8:30
2	8:35 - 9:25
3	9:35 - 10:25
4	10:30 - 11:20
5	11:25 - 12:50
6	12:55 - 1:45
7	1:50 - 2:40

LUNCH SCHEDULE - 5th Hour

Lunch A	11:25 - 11:55
Lunch B	11:55 - 12:25
Lunch C	12:25 - 12:55

**WEDNESDAY (ODD) BLOCK SCHEDULE**

<u>BLOCK</u>	<u>TIME</u>
1	7:40 - 9:05
Tribe Time	9:15 - 9:40
3	9:45 - 11:10
5	11:15 - 1:10
7	1:15 - 2:40

LUNCH SCHEDULE 5th Block

Lunch A	11:15 - 11:45	Lunch
Lunch B	12:00 - 12:30	Lunch
Lunch C	12:45 - 1:15	Lunch

THURSDAY (EVEN) BLOCK SCHEDULE

<u>BLOCK</u>	<u>TIME</u>
PLC	7:30 - 8:45
2	8:50 - 10:15
Seminar	10:20 - 11:10
4	11:15 - 1:10
6	1:15 - 2:40

LUNCH SCHEDULE 4th Block

Lunch A	11:15 - 11:45	Lunch
Lunch B	12:00 - 12:30	Lunch
Lunch C	12:45 - 1:15	Lunch

SCHOOL-WIDE RULES

- Students will carry their I.D. card or a photo of their I.D. card at all times and present them to staff members upon request.
- Students will attend all assigned classes regularly and punctually.
- Students will demonstrate proper respect by following the directions of staff members.
- Students will not carelessly or maliciously deface, damage, or destroy school property.
- Students will not possess, use, or be under the influence of prohibited substances while on school campus.

CLASSROOM RULES

- Students will be in their rooms and ready to work when the tardy bell rings.
- Students will follow teacher directions.
- Students' behavior will not disrupt, impede, or interfere with the instructional process.
- Sign-out and sign-in as you exit/enter a classroom.
- Individual teachers reserve the right to allow food and drink in their classrooms. Students are encouraged to dispose of these containers properly.

LUNCHROOM RULES

- Students are to remain in the designated areas.
- Students should adhere to scheduled lunch periods and times for dismissal.
- Each student is responsible for his/her own cleanup in the cafeteria. The table and floor areas are to be left clear for the next person. Trays, silverware, and papers are to be disposed of appropriately. Please recycle when possible.
- Students may be assigned clean up by lunchroom supervisors for misconduct, leaving the cafeteria messy, leaving trays, or removing food from the cafeteria.

HALLWAY RULES

- Keep your pass visible.
- Walk and talk - keep traffic flow moving.

- Return to class in a timely and quiet fashion.
- Respect others personal space.
- Throw trash in the trash bins.
- Travel to your expected destination.

GENERAL INFORMATION: OFFICE HOURS: 7AM TO 3:30 PM

RESIDENCY REQUIREMENTS

Students must meet residency requirements. Enrollment in Shawnee Mission District's schools is limited to students who reside within the District with a parent, or other person acting as a parent, under the definitions and limitation of state law and Board Policy. Students living outside the District, but within the state of Kansas, must be approved for enrollment under the provisions of Board of Education Policy <http://www.boarddocs.com/ks/smsd/Board.nsf/goto?open&id=A45TXE796297> and may require a meeting with a building administrator. Information regarding residency may be obtained from your counselor.

I.D. CARDS

All students enrolled at S.M.N. need to carry their student I.D., or a photo of the student I.D. with them at all times. Student I.D. is required to check out any and all materials from the Learning Commons; used as a debit card for lunch; and for bus transportation admittance. Replacement cost is \$5.00.

VISITORS

- Students **will not** be permitted to have guests during the school day.
- All people visiting the building on business must enter through the main entrance (door #1) obtain security clearance through Raptor, and wear a visitor's badge at all times.
- All visitors must be approved by the Campus Security Officer.

No student visitors will be allowed to shadow students with the exception of student council exchange programs or events approved by the administration.

SCHOOL RESOURCE OFFICER (SRO)

Officer Antoinette Covington (993-6922)

Officer Covington is an Overland Park Police officer assigned full-time to the school. The SRO helps maintain a safe learning environment and also gives classroom presentations on related topics. Anyone who wishes to report a crime, on or off campus, or wants to speak with the SRO about a particular problem can call the **anonymous Help Line at 993-7070**. The U.S. Safe School phone number is 1-877-626-8203.

District Resource Officer

Officer David Whisenhunt (993-6923)

Campus Police help maintain a safe campus environment. Campus Police issue parking permits for students. Parking permits are \$60.

SAFETY TIPS FROM CAMPUS POLICE & SRO

- Always keep your vehicle locked and windows closed. Don't leave valuables in plain sight such as cell phones, GPS devices, money, purses/backpacks, etc. If possible, lock these items and other valuables in the trunk.
- Do not bring large amounts of money or valuable/irreplaceable items to school. Make sure your locker is always locked and the combination cleared. Don't share your locker combination with others. If you believe your locker combination has been compromised, contact the counseling office to request a new locker. If this is a gym locker, ask your P.E. teacher for a new locker or new combination lock. Report any lockers that are broken or malfunctioning to the office.
- Using expensive cell phones, IPODs/MP3 players and other similar devices at school in front of others is an invitation for someone to steal your property.
- Report any lost or stolen items to SMSD Campus Police/SRO immediately. Also, notify a teacher, staff member or police officer if you observe any suspicious activity on campus or if you believe a crime has occurred or will occur.
- The parking lots and surrounding streets are busy with traffic, especially before and after school. Be alert and cautious when backing

up your vehicle. Watch for pedestrians at all times and always wear your seatbelt.

LOST OR STOLEN PROPERTY

Check the "lost and found" in the cafeteria. If the item(s) is not located in "lost and found", contact Campus Police/SRO to file a lost/stolen property report.

- You can get this form from a police officer or the main office.
- Report lost or stolen property as soon as the loss is discovered.
- Be specific when describing the property that was lost or stolen. Serial numbers on electronic devices assist officers get the items back to the owner.
- Items in the lost and found not picked up at the end of school will be donated to a social agency in the Overland Park community.

CAFETERIA

Breakfast is available before school (second breakfast available four days/week) and lunch is served in the Cafeteria. Students may keep an account for any food purchases. Money in a student's account can be used for any purchase in the Cafeteria. Cash cannot be withdrawn from the account. **The student's ID must be used to access the account.** Students have the responsibility of keeping the lunch area clean and picked-up.

- Regular School Lunch \$2.70
- Reduced lunch \$0.40
- Free lunch \$0.00
- Student breakfast \$1.45
- Reduced breakfast \$0.30
- Free breakfast \$0.00
- A la Carte items available
- Food and drink are allowed **ONLY** in the cafeteria.

The cafeteria will have 5 stations for you to select from and 18 entrée choices each day. All food served at these stations are available for the lunch price. The stations are:

- Mom's Kitchen
- Sandwich Station (hot sandwiches)
- Cold Power (cold sandwiches, salads and yogurt)
- Carb Station (various pastas or potato bar)
- Finger Foods (pizza and nachos, chicken fingers)

Besides the entrée choices, the student can select from various side dishes that include fruits, vegetables, grains, and milk. Students must choose a full portion of at least three of the five components to receive a reimbursable school lunch and at least one component must be a ½ cup of fruit or vegetable. Components include entrée, grain, fruit, vegetable, and milk. There are unlimited (single trip) fruits and vegetables available, except for juice and potatoes. We encourage students to take what they want but eat what they take in order to reduce waste.

All menus are analyzed for nutritional content and meet the USDA guidelines for the age of the student. Please contact the school nurse or the food services office for information regarding special diets.

Breakfast is available each school day before school, and during second breakfast. Breakfast will be served on the first day of school. Students must choose at least three different items and one must be a ½ cup of fruit or juice. Breakfast items include: entrée, grain, fruit/juice, and milk. If you have been approved for free or reduced priced meals, you also get free or reduced breakfast.

A student may receive one breakfast and one lunch per day at the student meal price. Additional meals will be charged the adult meal price.

A complete list of nutritional information for all menu items is available at <http://foodservices.smsd.org>.

Second Chance Breakfast

2nd chance breakfast is available to all students. It is offered during the passing period between 2nd and 3rd hours. Visit the food service web site for the menu. Only 1 school breakfast is allowed per day. Extra items are ala carte.

LUNCH PROCEDURES

In order to improve attendance, reduce tardiness, enhance safety of students, and to meet their nutritional needs during the school day, all Shawnee Mission schools are able to provide students with a quality lunch at a competitive price from their cafeterias. The schools offer free and reduced meals for those students who qualify.

Students may buy their lunch from school-designated vendors or bring their lunch from home in the morning and eat in the cafeteria. **Visitors and parents are not allowed on campus during lunchtime.**

The regular lunch period is approximately 30 minutes, **including** passing time. Students who violate the closed lunch policy are subject to disciplinary action.

Every effort is made to balance the number of students eating each lunch period. Supervisors are responsible for maintaining reasonable order in the cafeteria, hall and restrooms near the cafeteria. Students will be restricted to the cafeteria and hallway area in front of teachers' lounge ("redline to redline"). Students are expected to obey supervisors who will point out any unacceptable behavior.

OPEN LUNCH

Shawnee Mission North **does not have open lunch for students in grades 9-11**. Seniors may apply for open lunch privileges after a parent meeting with administration. Meeting dates will be announced. Students with open lunch must re-enter through the main entrance upon returning from lunch.

CAFETERIA THEFT

Students should be advised that stealing items from the serving area will **NOT** be tolerated at any time, including breakfast and lunch periods. Students who steal or attempt to steal from the cafeteria may receive the following administrative actions:

- Restitution
- Detention
- Suspension
- Arrest

LUNCH PAYMENTS

Parents can add money to their student's meal account and/or check their student's account through the Shawnee Mission District web page. The web site for adding money to their account is: <https://eps.mvppbanking.com/cgi-bin/efs/login.pl?access=55790> Checks for meals can also be made payable to your student's school and given to the cafeteria cashiers during morning hours or to the bookkeeper anytime.

Health Services



Nurse:

(993-6916) Room 154

nurse's office.

GENERAL INFORMATION

Students should report directly to the Nurse in case of an emergency. A parent/legal guardian will be contacted should it be necessary for you to go home because of illness or injury. For non-emergency, please obtain a pass from your classroom teacher.

MEDICATION

<http://www.boarddocs.com/ks/smsd/Board.nsf/go?open&id=9QTS3S5EA0D1>

Over-the-counter medicines (Tylenol, Ibuprofen and Tums):

- May not be carried by students.
- Over-the-counter medicine may be given by the nurse with written permission from a parent or guardian.
- A new permission slip needs to be filled out every year.

Prescription Medicine:

- May not be carried by students.
- Must be in the original labeled bottle from the pharmacy.
- Needs to be counted by a parent before it is sent to school.
- Needs to have written parent permission sent with the bottle.
- Must be given out in the nurse's office.

Asthma Inhalers and Epi-pens:

<http://www.boarddocs.com/ks/smsd/Board.nsf/go?open&id=9QTSRK5F6A4E>

- May be carried by students with a special form signed by the doctor and the parents on file in the nurse's office.
- The form needs to be filled out every year. It can be obtained from the nurse or at <http://www1.smsd.org/boeweb/Jlcd-e.htm>
- Please provide nurse with a copy of your asthma action plan.

Insulin and diabetic supplies:

<http://www.boarddocs.com/ks/smsd/Board.nsf/go?open&id=9QTSRK5F6A4E>

- Maybe be carried by the student. Please provide nurse with a new copy of your diabetic management plan every year.
- Please be sure you always have snacks and extra supplies to check your blood sugar. These extra supplies can be kept in the

IMMUNIZATION

State law requires each student to have a current immunization status. Your parents will be notified if you need an immunization. State law dictates that you will be excluded from school if you do not receive your immunization by the time it is due.

Written proof must be submitted to the Nurse.

LEARNING COMMONS

Library Hours: 7:20 AM – 3:20 PM

Students may come to the library before school, after school, during passing period, and during lunch. During class time, students will need a pass from that class period's teacher and will need to sign in at the front desk. If a teacher signs up to bring an entire class to the library, students are not required to sign in or have a pass.

LIBRARY BOOKS

Students may checkout library books for 3 weeks. Students will be charged the replacement cost of books and other library items that have not been returned when they are more than 8 weeks overdue. In addition, students will be charged the cost of all Learning Commons items that have not been returned before the end of the school year. Students may renew books that they need past the 3-week checkout timeframe, as long as other students have not requested it.

Yearbooks will be held at the end of the year if students owe money or books. The same policy applies to other library materials students' check out which are not books.

LEARNING COMMONS USE DURING SEMINAR

Students must get a seminar pass from the librarian. Students must work alone in the library during seminar. Students with honors passes may sign in with their honors passes. All other students must get library seminar passes.

Shawnee Mission North Student Services

Counselors

Deanna Griffey
Counselor Coordinator/R-Z
993-6933
deannagriffey@smsd.org

Jennifer Fontaine
Counselor for Alpha L - Q
993-6934
jenniferfontaine@smsd.org

Jordan Landis
Counselor for Alpha A - D
993-6932
jordanlandis@smsd.org

Leah Murray
Counselor for Alpha E-K
993-6935
leahmurray@smsd.org

Gwyn Heidrick
Social Worker for Alpha A - K
993-6927
gwynheidrick@smsd.org

Emily Dorothy
Social Worker for Alpha L - Z
993-6936
emilydorothy@smsd.org

Holly Crumpton
School Psychologist
993-6938
hollycrumpton@smsd.org

Support Staff

Pam Morris
Counseling Secretary
993-6930
pammorris@smsd.org

Jan Kokoruda
Registrar
993-6908
jankokoruda@smsd.org

Jan Loser
Computer Clerk
993-6909
janloser@smsd.org

CLASSIFICATION OF STUDENTS

Students are assigned to a grade level based on the number of credits they have acquired:

- 10th grade: 5.5 credits
- 11th grade: 11 credits (11.5 for Class of 2020)
- 12th grade: 16 credits (16.5 for Class of 2020)

Students are reclassified in August prior to the start of school. Students may be reclassified after first semester to grade 12 if they have attended at least 7 semesters in grades 9-12 and have earned 18.5 credits.

Shawnee Mission Requirements for Graduation Class of 2020:

- 4 units of English
- 3 units of Social Studies (includes World Geography, U.S. History, American Government and ½ elective).
- 3 units of Mathematics
- 3 units of Science (includes one physical science and one biological science).
- 1 unit of Physical Education
- ½ unit of Health Education
- 1 unit of Fine Arts
- ½ unit Financial Literacy
- 7 ½ units of Elective

KANSAS BOARD OF REGENTS REQUIREMENTS

To enter one of the six Regents institutions directly from high school, a student must meet at least one of the following Qualified Admissions Criteria:

- Score 21 or higher on the ACT composite or
- Score 980 or higher on the SAT 1 or
- Rank in the top 1/3 of the high school graduating class, or
- Earn a minimum 2.0 GPA on the Regents Qualified Admissions Curriculum.

Regents College Preparatory Qualified Admissions Curriculum:

- 4 units English

- 3 units Social Science
- 3 units Mathematics (Algebra 1, Geometry, Algebra 2 or higher) Class of 2015 and beyond must either have a sub score of 22 or above on the ACT math section or take a 4th year of math
- 3 units Science (selected from Physical Science, Biology, Physics, or Chemistry). One unit must be Chemistry or Physics.

All Kansas high school graduates entering one of the six Regents institutions directly from high school **must complete** the Regents College Preparatory Qualified Admissions Curriculum listed above **and** meet one of the following criteria:

- Score 21 or higher on the ACT composite or
- Score 980 or higher on the SAT 1 or
- Rank in the top 1/3 of the high school graduating class

STATE SCHOLARS CURRICULUM

Students who complete the Kansas State Scholars Curriculum may be eligible to apply for state funding if they become designated as Kansas State Scholars. To be eligible, they must complete the curriculum below and qualify by ACT and GPA, which are indexed by the Board of Regents in the spring of the senior year. If a student becomes a “designated scholar”, he/she must also establish financial need on the FAFSA and attend a Kansas college or university. The opportunity to apply for state funding is good for four years.

Kansas Scholar Curriculum

- 4 units English
- 3 units Social Science
- 4 units Mathematics (Algebra 1, Geometry, Algebra 2, Pre-calculus or above)
- 3 units Natural Science (Biology, Chemistry and Physics)
- 2 units of the same foreign language during high school.

HONOR ROLL/ACADEMIC AWARDS

INDIAN HONOR ROLL

A student must have a semester GPA of 3.0 or above and be enrolled in a minimum of five credit classes, excluding courses that receive a grade of pass/fail. GPA calculation is explained in the program planning guide.

PRINCIPAL'S HONOR ROLL

A student must have a semester GPA of 4.0 or above and be enrolled in a minimum of five credit classes, excluding courses that receive a grade of pass/fail. The grading information described above is also used in the computation formula for this honor roll.

ACADEMIC LETTER CRITERIA

To receive an academic letter, one must earn a minimum semester GPA of 3.75 with no "C's", "N's", "I's" or withdraw/fail grades. To qualify for an actual letter, a student must have met these criteria for three consecutive semesters. Students earn a lamp of knowledge with the letter and "bars" thereafter.

SCHOLAR-ATHLETE

A student must have earned a semester GPA of 3.5 or above and a varsity letter for an athletic activity.

FINE ARTS SCHOLAR

A student must have earned a semester GPA of 3.5 or above and a varsity letter for a performing arts activity.

ACADEMIC GROWTH

A student earns this award if the GPA for the student increased .75 or more from one semester to the other.

INTERNATIONAL BACCALAUREATE

Shawnee Mission North is an International Baccalaureate (IB) World School. It is one of three high schools in the district, and seven in Kansas, that offer the IB diploma program. To earn a diploma, a student must complete courses in six different curricular areas (English, World Language, Individuals and Society, Experimental Science, Mathematics, and Elective) as well as take Theory of Knowledge, complete an Extended Essay, and complete the requirements for the Creativity-Action-Service component. More information is available at <http://signature.smsd.org/ib/north/pages/default.aspx>, or by contacting the IB Coordinator, Jon Durham, at jondurham@smsd.org or (913) 993-7138.

TRIBE TIME

Tribe Time is an advisory period that is offered on Wednesday from 9:15-9:40. Students will be assigned to a class by grade level (FR, Soph, JR, SR) and the lessons will be centered on individual learning plans, and keys to success in high school and beyond.

ACADEMIC GRADING

All academic grades shall be determined solely by student achievement of clearly stated instructional expectations. Inappropriate behavior shall not be a factor in determining the academic grade. Data for determining academic grades may include test scores, daily assignments, class participation, and application of skills, and will be the sole responsibility of the teacher. As the relative importance of each type of performance will vary from subject to subject, individual teachers will determine and communicate to students and parents the standards to be used in each class to determine grades. These standards will include the relative importance of each type of classroom performance. All grades will be based on teachers' records of student performance. Such records will be updated periodically throughout the grading period and will reflect all aspects of student classroom performance.

DISCIPLINE

Philosophy of Discipline

The Shawnee Mission School District philosophy of discipline is designed to provide an environment which maximizes a student's ability to learn. The ultimate goal of the district's disciplinary procedure is to teach students self-discipline so they may demonstrate behavior appropriate to their age and maturity level. To assist students in becoming self-disciplined, Shawnee Mission practices a progressive discipline philosophy in which the seriousness of the offense receives an appropriate level of consequence. Repeated offenses receive an increasing level of consequence. Consequences for action arising from situations originating at school will be imposed even if the action occurs after school hours and away from school grounds.

DISCIPLINARY ACTION FOR MISCONDUCT

The school principal, or his/her designee, is authorized to temporarily exclude a student from class, short term suspend a student from school, recommend long term suspension or expulsion for up to and including 365 calendar days. These disciplinary measures may be invoked for any of the following misbehaviors occurring on campus, on a school bus, or at any school sponsored activity, whether in or out of the district.

- Fighting
- Theft
- Profanity
- Gambling
- Disrespect to faculty member or student
- Cheating
- Truant from class or campus
- Damage/destruction to school property
- Disruptive conduct
- Sexual harassment
- Computer hacking
- Hazing
- Possession or use of weapons, chemical repellents
- Other (actions that threaten the safety or security of students or staff)
- Use or possession of vaping device, tobacco, drugs, alcohol
- Possession of Banned Object

EXCLUSIONS

Exclusion of students involves removing the student from the classroom group for a minimal amount of time. This typically occurs in situations where an adjustment to the educational environment for a short period of time is appropriate, and when personal parental contact or conferencing is appropriate. Students will receive make-up privileges for the period of time they are excluded from class.

DETENTION PERIOD

Students who choose to ignore or disobey school policies may be assigned a detention period by a faculty member or administrator. Failure to serve this detention period will result in further disciplinary action.

IN SCHOOL SUSPENSION

In-school suspension removes the student from one or more classes during the school day and assigns the student to a designated area under supervision. The student will be provided with work and will receive credit for the work completed during the time the student is in the in-school suspension area. A student who is assigned in-school suspension is not in good standing and therefore is prohibited from representing his or her school during any school activity during the period of in-school suspension.

SHORT TERM SUSPENSION OF STUDENTS

Students, who receive a short-term suspension (1 to 10 days), may receive credit for daily assignments, tests and projects occurring during the period of suspension. The student does not attend his/her usual classes but is expected to continue class work as assigned by the teachers. It is the student's responsibility to make the initial contact with his/her teacher(s) to determine assignments and schedule times for taking any tests missed.

LONG TERM SUSPENSION OR EXPULSION OF STUDENTS

Students may be referred to a district suspension and expulsion committee hearing or either a long-term suspension of up to 90 days or for expulsion not exceeding 365 calendar days. Students will not receive a passing grade or credit, may not be on school grounds, and may not participate in school activities during the duration of their long-term suspension or expulsion.

By Kansas law, expelled students may not be permitted to enroll in other Kansas schools during the

term of the expulsion. Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published regulation for student conduct, or conduct which distresses, impedes, or interferes with the operation of any public school, or
- Conduct which substantially impinges upon or invades the rights of other, or
- Conduct which has resulted in the conviction of the student of any criminal statute of the U.S., or
- Disobedience of an order of a teacher, Shawnee Mission School District security officer, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

GANGS AND RELATED VIOLENCE

Students involved in gang related violence, which includes but is not limited to threats, confrontation, intimidation, extortion, fighting, injury to persons or property damage and/or possession or use of weapons, will be suspended or recommended for expulsion.

CONTRIBUTION TO A DISRUPTIVE SITUATION

The intentional promotion or advocacy of severe, deviant, and/or anti-social behavior by any student for any purpose, including but not limited to gang related graffiti, attire, symbols or depiction of gangs, will result in the student being suspended or recommended for long-term suspension or expulsion.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices are allowed on campus and may be used on campus prior to the start of the school day, during passing periods, during lunch and at the conclusion of the school day.

Use, including ear buds, during the class period will be at the discretion of the instructor. Failure to abide to that instructor's policy will result in a referral for the student.

INTIMIDATION OR BULLYING

The board is committed to a safe and civil educational environment for all students free from intimidation or bullying. Bullying is prohibited on

school property, in any vehicle used to transport students for district purposes or at a school-sponsored activity or event. "Intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal or physical act:

- Harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is severe, persistent, or pervasive so that it creates an intimidating or threatening educational environment.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Conferencing, corrective discipline, and/or referral to law enforcement will be used to change behavior of the perpetrator and Remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and other impacted by the violation. False reports or retaliation for intimidation or bullying also constitute violations of this policy.

Anonymous reporting of bullying can be done through the Bullying referral system North website, smnorth.smsd.org, and clicking on the red "Report Bullying" button on the bottom right.

DRESS CODE POLICY (Board Policy JICA)

The general atmosphere and environment of the school must be conducive for optimal learning. There is widespread understanding that students tend to behave according to their personal appearance. As such, dress tends to affect behavior and behavior influences both the atmosphere and learning environment. We expect all students to comply with the Dress Code.

If any items create a distraction from the educational process or present a safety concern, the administration will determine whether or not the apparel or appearance may be allowed in school. School personnel (of any title or job description) may not be held responsible for any confiscated items, if lost or stolen. Any item not picked up at the end of the school year will be

donated to a social agency in the Shawnee Mission community.

Students that are not in compliance with the dress code will be asked to change their apparel, be provided with apparel to wear (limited), or they will be sent home to change. **Absences will count as unexcused.**

VISITORS POLICY

We strongly believe that education is a shared responsibility between parents/guardians and school personnel. At times parents/guardians may wish to visit or observe in a classroom. In compliance with Policy KFA, all visitors are under the jurisdiction of the building principal who has the responsibility to develop rules and procedures to maintain a safe and orderly learning environment. To assure a successful school visit or observation, we ask for your cooperation with the following guidelines:

- Please arrange a mutually agreed upon date and time with the principal for the requested visit or observation.
- For security reasons, visitors are required to check in at the school office before proceeding to contact any other person in the building or on school grounds. Visitors are to sign out at the office before leaving the building.
- Principals reserve the right to decline the request for classroom observation or visit if it is determined that such visit would cause undue disruption in the educational process.
- All observation sessions will be planned so as not to create conflict with the teacher and student schedule.
- Principals may limit the frequency and duration of any observation in order to avoid distraction or disruption to the teacher's schedule and classroom atmosphere.
- To protect the learning environment, the parent/guardian should be the only visitor in the classroom during the observation. An observer, other than the parent/guardian, must be approved by the principal and have written consent from the parent/guardian describing the reason for the visit or observation.
- Out of respect for the teaching environment, parents/guardians are asked not to bring the student's siblings or children while visiting/observing in the classroom.

- In order to ensure the best learning environment, recording devices, cell phones or other electronic devices may not be used during the visit/observation.
- During the observation, the principal or his designee may be present in the observed setting, in order to accommodate follow-up discussion or answer questions.
- Visitors/Observers are to enter, observe and exit the classroom with minimum disturbance to the teacher and/or students. Visitors/Observers are not allowed to interact with the teacher and/or students during the observation through questions or comments.
- All aspects of individual student confidentiality must be preserved and respected.
- For visitor form go to the main office to complete the required paperwork.

PARKING

Parking at SM North is a privilege. Only authorized vehicles will be permitted in the parking lots of SMN. All authorized vehicles must have a properly displayed student lot permit to park on SMN property. SMN administration reserves the right to refuse authorization for parking to anyone. Violators of the rules and regulations may be subject to tow at the owner's expense.

RULES AND REGULATIONS

- School parking lots are considered school property and therefore, all actions, conduct, and behavior is governed by the School District Discipline procedures.
- Students driving vehicles that are parked on school property must be parked in designated student parking spaces.

1st Offense: Ten (\$10.00) dollar fine

2nd Offense: Twenty (\$20.00) dollar fine.

A letter will be sent home and a phone call will be made to notify parents of the violations and the possibility of the next violation resulting in a tow at the owner's expense.

3rd Offense: Immediate Thirty (\$30.00) dollar fine or tow at the owner's expense.

4th Offense: Vehicle may be towed at the owner's expense. Any subsequent violation will result in the vehicle being towed without

warning.

- Vehicles parked in the fire, handicapped, no parking zone, double parked, or parked in a drive area blocking the flow of traffic, including the front circle drive, will be fined and/or towed at the owner's expense on the first (1st) violation.
- Authorized vehicles must be driven in a safe manner and observe a **speed limit of 15 mph on school property**. Unsafe driving can include, but is not limited to: speeding, reckless driving, driving the wrong way, driving over the grass, and/or exhibition of acceleration. Such violations will also be subject to a citation and the fines listed in point B.
- The administration of SMN reserves the right to limit the number of vehicles permitted to be registered for SMN parking lots or suspend privileges where appropriate.
- Parking lots will be on a first come, first serve basis for cars with permits.
- Any student giving or lending a parking permit to any other person will be restricted from parking on school property for the remainder of the year.
- **Freshman may not park on school property during school hours.** Cars may be towed on the first offense, without warning.
- **All vehicles are subject to search and tow.**
- Students are **not** allowed to park in the faculty parking lot located at the west end of the campus or in the circle drive.

PERMIT INFORMATION

Seniors, juniors, and sophomores may purchase a parking permit for \$60.00. Permits may be paid for at registration and will be issued the first week of school. Students must have a permit to park in the school's parking lots. **Only one permit per student will be issued.** If a new car is purchased during the year, the old permit, even if damaged must be returned in order to receive a new permit. Permits not returned or lost will be replaced at full price. Permits purchased within the last semester of the school year will cost \$30.00.

Students must have earned at least 5.5 credits to qualify for a parking permit. Freshman will NOT be issued permits.

Motorcycles, Scooters, & Mopeds

Students with a motorcycle or moped must fill out a registration card and abide by all the rules and regulations. Parking permits are not issued as long as a registration card is on file.

RESOLUTION OF PARKING CITATIONS

- Parking citations will be issued by Campus Police officers for the violations under points B and C.
- Students are required to pay the fine amount within twenty (20) days. This grace period begins on the date the ticket is issued. Fines shall be paid to the bookkeeper's office during school hours and a receipt will be provided.
- Students may appeal their school ticket by making an appointment for a hearing with the associate principal in charge of parking within three (3) days of the ticket being issued.
- Should a student fail to pay their fine within the grace period, the matter may be referred to the student's administrator for discipline. Contact may be made with the student's parent(s) as well. Students may face a loss of parking privileges until the matter is resolved. Students who cannot pay the full fine amount should consult with the administration and bookkeeper in private for payment options. In some cases, the school district may send unpaid fines to collections.
- Returning students with unpaid parking fines will not be allowed to obtain a parking permit for the following school year. Seniors with unpaid parking fines will have their diploma withheld until the fines are resolved.
- Tickets and citations issued through the Overland Park Police Department are resolved through the Overland Park Municipal Court. Additional information is printed on the back of the ticket. Failing to comply with these citations may result in a warrant for your arrest and suspension of your driver's license.

RIGHT TO DENY ACCESS TO SCHOOL DISTRICT BUILDING AND GROUNDS

The Superintendent of Schools or his/her designees

may deny access to the school buildings or grounds of USD#512 to persons who are not bona fide, currently registered students, staff, or faculty at the school, and who have not lawful business to pursue at the school, or who are acting in a manner disruptive or disturbing to the normal educational functions of the school. Administrative personnel or designees may demand identification and evidence of qualification for access of anyone desiring to use or come upon the premises of the particular school or facility. Persons, including parents or persons acting as parents, who have legitimate reasons for being on school property must nevertheless abide by local policies adopted by the Board of Education and specifically applicable to each school. Such local policies shall be published annually in the school handbook and shall be posted at the school conspicuous place visible to all that enter the premises.

Anyone who refuses or fails to leave the buildings or grounds of USD #512 after being requested to do so by an authorized employee of USD #512 shall be subject to charge and arrest pursuant to Chapter 21 of the Kansas Annotated and the Kansas Criminal Code. Students on out-of-school suspension are not to be on USD #512 school property during the time of suspension. This includes any extra-curricular or co-curricular activity.

SOCIAL FUNCTIONS & DANCES

All school sponsored social functions must be held within the district unless permission is obtained from the appropriate associate superintendent to schedule the social event elsewhere. School dances shall be limited to legally enrolled students. **No students over the age of 20 will be allowed.** If a student leaves a social event, he or she may not return. **All students must have their school ID to be admitted to any dance (prom, homecoming, WPA, and mixers).**

The purpose of dances at SMN is to provide a safe and fun environment for students to develop their social skills. The only dances that non-SMN students may attend are Homecoming, WPA, and Prom. Guests must have the appropriate form signed by their school administration. The following guidelines are established in order to provide our students with a safe, positive experience at dances:

- All students and guests must show identification to enter the dance. SMN students must present their current school identification card. Guests must show either a current school ID or a valid driver's license.
- Prom, Homecoming, and WPA dance tickets will be sold during lunch on campus prior to the dance. If an SMN student is bringing a guest who is not an SMN student, the name of the student and the school he/she attends will be required at the time of purchase. The form must be obtained by the SMN student and returned to the school at the designated time.
- Tickets for Homecoming, WPA and Prom will be available for purchase at the door, though the cost may be higher than the tickets purchased prior to the day of the dance.
- Students are encouraged to write their name(s) on the back of their ticket(s) at the time of purchase.
- Students are expected to wear appropriate attire for the type of dance they are attending. Shoes must be worn for the duration of the event. Entry to the dance can be refused based on attire.
- Items such as purses, wrist wallets, hats, jackets, sunglasses, chain wallets, gym bags, sports gear, backpacks, band equipment, canes for aesthetic purposes, towels and any other item requested by an administrator or teacher should be checked upon arrival to the event. Shoes will only be "checked" if the student has a second pair he/she is wearing.
- Students are expected to exhibit tasteful dancing; refrain from running, pushing, shoving, piggyback rides, Conga line dancing, and offensive language.
- The use or possession of alcohol, drugs, tobacco, or weapons will not be tolerated.
- Any student or guest who leaves the dance will not be allowed to return to the dance.
- All other dances at SMN are for students currently enrolled at SMN and who are in

good standing. Students must present their current ID and pay the admission fee to attend.

- Students and guests will respect other students, chaperones, and administrators at all times.
- Students or guests who are asked to leave a dance may face disciplinary action and lose the privilege of attending SMN dances or bringing guests for a duration determined by an administrator.
- Parents are expected to pick students and guests up immediately following the event. Failure to have transportation in a timely manner following the dance may preclude students from attending future events.

ATTENDANCE

Attendance hotline number (993-6945) Messages are recorded 24-hours a day on this service.

ABSENCES

When a student is arriving late, needing to leave early for an appointment or personal reasons, or will be absent, please have parent/guardian call 993-6945, 993-6944, or 993-6942. If the line is busy, please leave a message. These lines are checked constantly throughout the day. Calls should be made at the beginning of the school day in which the absence occurs.

The following information must be included when absences or requests to leave are called in through the attendance hotline number:

- The caller's name (parent or legal guardian only)
- The name of the student (spell the last name)
- The student's grade level
- The date(s) and reason(s) for the absence(s)
- The telephone number(s) where the caller can be reached during the day

If the parent or legal guardian does not call the school, the student must have a note no later than the second day after the return to school to have the absence excused. The note must include the following:

- The date the note was written
- Date(s) of absence(s)

- Reason(s) for absence(s)
- Signature of parent or legal guardian

The student must present this note to the attendance staff in the attendance office before his/her first class of the day.

TARDY PERIOD

A student is tardy when he or she enters the classroom within 10 minutes after the appointed time for the class to begin. Excessive tardiness will be subject to appropriate disciplinary actions.

If a student arrives after 7:50a.m., or after the first 10 minutes to a class, he or she will be recorded absent for that class.

Teachers record the 1st and 2nd tardies and place a phone call home following the second. Students will receive a consequence from teachers on the student's 3rd-5th tardies. For the 6th tardy and beyond, the consequence will be given from administration.

PERMIT TO LEAVE (LEAVING DURING THE SCHOOL DAY)

A telephone call or written request from a parent or legal guardian for a student to leave campus during the school day should be received by the attendance office staff before the student misses a class or leaves campus. Permits to leave (passes) will be issued beginning at 7:00 a.m. Once a pass is obtained from the attendance office, the student should present it to his or her teacher at the specified departure time. **Students must report to the attendance office and sign out before leaving campus during the school day. Failure to comply with these procedures may result in an unexcused absence and appropriate disciplinary action.** If the student returns to school that same day, he/she must sign in at the attendance office and have the permit to leave stamped before reporting to class. The stamped permit to leave will serve as his or her admit pass back to class. Students who become ill are required to see the school nurse before checking out.

VAPING

Vaping falls under Board Policy

EXCUSED ABSENCES

Absences will be classified as excused if they fall under the following Board or Education approved reasons and if the building attendance procedure was

followed by the student and the parent or legal guardian:

- Personal illness
- Serious illness or death of a member of the family
- Obligatory religious observances of the student's own faith
- Participation in school sponsored activities
- Emergency situations requiring immediate action
- Court
- An absence which has been requested in writing and approved in advance by the building administration. (Make-up work is to be requested by the student in advance of the absence, and tests are to be taken when the student returns.

Schools will not be closed for funerals; however, upon prior written or telephone requests from parents or legal guardians, students will be excused to attend services for school employees, friends, or relatives.

UNEXCUSED ABSENCES

An unexcused absence is one which cannot be defined excusable as outlined in the Board of Education's list of approved reasons for excusable absences. Students may not receive credit for work missed due to an unexcused absence. Attendance will be recorded in every class of the day. All unaccountably absent students will be placed on the daily automated telephone call list and reasonable efforts will be made to contact their parents or legal guardians. **PLEASE UPDATE TELEPHONE AND ADDRESS CHANGES.**

EXCESSIVE ABSENCES

A student's regular attendance in the classroom is an essential component of the educational process. Classroom teachers will take excessive absences, whether excused or unexcused, into consideration in determining the grades to which a student is entitled. Except in circumstances beyond the control of the student, the failure of a student to attend at least 85% of all class periods (no more than 11 absences) in each academic semester shall be considered excessive absences and may result in a failing grade and/or loss of credit for the course.

- The attendance office will notify the parent/legal guardian of a student's absence on a daily basis through School Messenger

automated telephone system. **Parents/legal guardians, please keep your phone numbers current to help with this communication.**

Any time students or parents are concerned about the disposition of an attendance violation; the student is encouraged to contact the teacher or building administrator for clarification.

PREARRANGED ABSENCES/EXTENDED LEAVE

Students who know in advance that they will be absent for three (3) days or more are required to pick up and complete the appropriate approval form from the attendance office one week prior to absences.

TRUANCY

Under the laws of the State of Kansas, all students between the ages of 7 and 18 years (21 for special education students) must be in a regular and continuous attendance at school unless lawfully excused there from. **The law in Kansas (K.S.A. 72-1113) states that students are truant when they are inexcusably absent for all or a significant portion of the day for three (3) consecutive school days, five (5) or more school days in one semester, or seven (7) days in a school year. A significant portion of the day is determined by school district policy.**

Kansas law allows police officers to take an unexcused absent student found off school grounds during the school day into custody and directs the officers to deliver the student to the school.

MAKE-UP WORK AFTER EXCUSED ABSENCES

The student has the responsibility to make the initial contact with the teacher in order to obtain missed work and confirm deadlines. The student is also responsible for scheduling make-up tests, labs, and other classroom projects. Students absent one week or less will be allowed double the amount of time they are absent in which to make up missed work. For absences longer than one week, students will be allowed one week plus the total number of days absent to make up work that has been missed. Regardless of days missed, **students are expected to fulfill long-term assignments as originally scheduled.**

OUT-OF-SCHOOL SUSPENSIONS

During an administratively assigned out-of-school suspension, a student can receive credit for daily assignments; may take previously scheduled tests; and may turn in long-term projects upon returning to class.

AFTER SCHOOL ACTIVITIES

In order to participate in any after school activities, **a student must attend a full day of school on the day of the activity.**

Student Pick-Up

1. When picking up a student during the school day, report to the attendance office to sign out.
2. **After school has been dismissed for the day, the building will be closed to unsupervised students at 3:00 p.m.** Please ensure that your student is picked up before this time. **Any unsupervised student in the building after 3:00 p.m. may be issued a trespassing notification and will be asked to leave the property.**
3. All students waiting for a ride **after 3:00 p.m. must wait in the Auxiliary Gym lobby. NO STUDENTS WILL BE ALLOWED TO LOITER IN THE FRONT LOBBY, THE AUDITORIUM FOYER, OR ANY OTHER AREA IN THE BUILDING.**

If your student is riding a school bus, please know that safety is a priority in the Shawnee Mission School District. We abide by regulations set forth by the Kansas State Department of Education/School Transportation as well as supplemental district policies and rules in order to maintain a safe and efficient transportation program. The bus ride is considered as an extension of the school day. Therefore, it is important that students understand all school rules that apply while riding on the bus. Additionally, buses are equipped with video cameras which record both visual and audio. Please review the safety regulations below with your student. Remember the bus is an extension of the school and class room and those rules apply as well. Failure to comply with these safety regulations may lead to a suspension of bus privileges.

School Bus Safety Regulations and Expectations

1. Prior to loading the bus students shall:
 - Be on time! Students should be at the designated bus stop 5 minutes prior to the stated time of bus arrival. The bus cannot wait beyond its regular schedule.
 - Conduct themselves in a safe manner while waiting for the bus.
 - Be careful in approaching a bus. Remain ten feet from bus until the bus comes to a complete stop and the driver signals you to load.
2. On the bus students shall:
 - Follow all school rules and expectations while on the bus. Show respect for self, other people, and property, including the bus and the bus driver.
 - Remain seated with feet on the floor while the bus is in motion.
 - Ask permission to adjust windows.
 - Keep all body parts and all objects inside the bus.
 - Not bring gum or food or drink aboard the bus
 - Not bring animals, except service animals, on the bus.
 - Not bring weapons of any type aboard the bus.
 - Not bring or consume tobacco products, alcohol products or illegal drugs aboard the bus.
 - Carry only backpacks, books, school supplies and coats on the bus. All other items must be approved by the driver before bringing them on the bus. The bus aisle must be kept clear.
3. When departing the bus students shall:
 - When crossing the road, walk at least ten feet out and ten feet in front of the bus. The bus driver will signal when it is safe to cross the road; and student will also look to make sure that no traffic is approaching from either direction before crossing the road. Students should never cross the road behind the bus.
 - Only get off the bus at their regular designated stop. The driver will not discharge riders at other places than the regular designated bus stop, or at school, unless proper authorization is received from the parent or a school official.
4. On extra-curricular trips students shall:
 - Follow the direction of the driver. The driver is in charge of the bus at all times.
 - Follow the above rules and regulations; they apply to any trip under school sponsorship.

ACTIVITIES AND SPONSORS

<u>Activity Programs</u>	<u>Sponsor(s)</u>	<u>Phone #</u>
Academic Decathlon	Carol Hess	993-7162
Asian American Club	Bob Oliver	993-7157
Black Student Union	Natalie Johnson	993-7192
Categories	Evan Brandt	993-7010
Cheerleading	Selena Barrera	993-6900
Chess Club	Dillon Simmons	993-7167
Cornerstone	Tina Keith	993-6966
Creative Writing	Erin Rivers	993-7147
DECA	Cody Fothergill	993-7102
Drama	Sydney Kohart	993-7119
	Ben Bartlett	993-7152
	Chris Palmer	993-7156
DREAM TEAM	Meaghan Pogorek	993-7123
Dance/Drill Team	Ali Pavlich	993-6900
Equality Club	Libby Davis	993-7024
Environmental Club	Evan Brandt	993-7010
FCA	Dre Carnegie	993-8678
FCCLA	Melissa Miller	993-7074
Freshman Advisor	TBA	993-
Harmony/Diversity Club	Natalie Johnson	993-7192
IROC	Leah Murray	993-6935
International Club	Audrey Lauber	993-7129
Junior Advisor	Kayte Cormack	993-7115
Key Club	TBA	993-
KNDN	Chris Palmer	993-7050
Lit Magazine (Indian Lore)	Erin Rivers	993-7147
Mathletics	Jill Johnson	993-7135
National Art Honor Society	Juliet Miller-Martin	993-7144
National Honor Society	Meaghan Pogorek	993-7123
National Spanish Hon Soc.	Stephanie Thornton	993-6972
Pep Club	Tina Keith	993-6966
Quill & Scroll	Becky Tate	993-7012
Robotics	Reed Fagan	993-7177
	Josh Meigs	993-7145
Senior Advisor	Erin Wright	993-7117
Sophomore Advisor	Meaghan Pogorek	993-7123
STUCO	Melissa Miller	993-7074
Student Exchange	Audrey Lauber	993-7129

ATHLETIC PROGRAMS AND COACHES

<u>Athletic Programs</u>	<u>Coach</u>	<u>Phone #</u>
Baseball	Shane McBride	993-7127
Boys' Basketball	Pat Denney	993-7004
Girls' Basketball	Martina Mihailovic	993-7116
Coed Bowling	Deb Leonard	993-7106
Cross Country (B/G)	Aaron Davidson	993-6953
Football	Zach Rampy	993-7046
Golf (B/G)	Walter Mansfield	993-6956
Gymnastics	Amanda Vaupel	993-6900
Soccer (B)	Jaime Velez	993-7145
Soccer (G)	TBA	993-
Softball	Julie True	993-6900
Boys' Swim/Dive	Cody Fothergill	993-7102
Girls' Swim/Dive	Alex Morris	993-6964
Tennis (Boys)	Jon Durham	993-7132
Tennis (Girls)	Elise Kurtz	993-6900
Track & Field (B/G)	Aaron Davidson	993-6953
Volleyball	Crystal Foss	993-6957
Wrestling	Tom Peterman	993-6900

CO-CURRICULAR PROGRAMS AND SPONSORS

<u>Co-Curricular Program</u>	<u>Sponsor(s)</u>	<u>Phone #</u>
Advance Rep Theatre	Ben Bartlett	993-7152
Band	Chad Reed	993-7028
BPA	Walter Mansfield	993-7067
Debate	Meagan Deutch	993-7050
Dance/Drill Team	Ali Pavlich	993-6900
Fashion Careers	Melissa Miller	993-7074
Forensics	Meagan Deutch	993-7050
Newspaper __	Becky Tate	993-7012
NJROTC	Dennis Grayless	993-7064
Orchestra	Anna Cook	993-7153
Repertory Theatre	Chris Palmer	993-7156
	Sydney Kohart	993-7119
Vocal Music	Hilary Morton	993-7027
Yearbook (<u>The Indian</u>)	Becky Tate	993-7012

First Floor

Shawnee Mission North







