



**SHAWNEE MISSION WEST HIGH SCHOOL**  
**Home of the Vikings**  
**2019 - 2020**

8800 W. 85th St. Overland Park, KS 66212  
Phone: 993-7800 Fax: 993-8099  
Web Site: [www.smsd.org/schools/smwest/](http://www.smsd.org/schools/smwest/)  
Office Hours 7:00 am – 3:30 pm

**"Guiding Students to Success"**

**SM WEST ADMINISTRATION**

Principal: Mr. Steve Loe

**ASSOCIATE PRINCIPALS**

Mr. Stan Anderson  
Mr. Grant Dreiling  
Mrs. Nancy Tynon

**ATHLETIC DIRECTOR**

Mr. Todd McAtee

**BOARD OF EDUCATION**

<b>North Area</b>	<b>Ms. Sara Goodburn</b>
<b>South Area</b>	<b>Ms. Deb Zila</b>
<b>West Area</b>	<b>Ms. Laura Guy</b>
<b>East Area</b>	<b>Ms. Mary Sinclair</b>
<b>Northwest Area</b>	<b>Ms. Patty Mach</b>
<b>At Large</b>	<b>Mr. Brad Stratton</b>
<b>At Large</b>	<b>Ms. Heather Ousley</b>

**SHAWNEE MISSION SCHOOL DISTRICT**

Superintendent	Dr. Michael Fulton
Assistant Superintendent of Instructional Leadership	Dr. Michelle Hubbard
Director of Secondary Services	Dr. Joe Gilhaus

Dear Vikings:

Life is not a spectator sport! Find your passion and get involved! Your four years in high school can be as boring or as exciting as you make it. You get to be in charge! Yes, I understand you have required courses to take, but choosing the right electives and participating in extra-curricular activities can liven up your day. At West we have an awesome variety of elective classes, clubs, sports, organizations, and activities. Shop around and find that right fit. Don't see anything that interests you? Create a new club! Be active. Be engaged.

Remember, The West Way is the right way. Safe, Responsible, and Respectful is how we live, work, and play as a Viking. Bottom-line—do the right thing. It is not always easy and you might not always be acknowledged for doing the right thing, but a Viking does the right thing no matter who is watching or how tough the situation.

Vikings, work hard, have fun, pay it forward, and be involved!

West is Best!  
Steve Loe, Principal

**Each high school shares a common set of policies and procedures. Click on the link below to access the district High School Student Handbook.**

**[Shawnee Mission School District High School Student Handbook](#)**  
**2019 – 2020**

**This document provides important information regarding attendance, discipline, dress code and many other guidelines and information from the Shawnee Mission School District.**



The following pages are supplemental information pertaining to SM West only.

## “THE WEST WAY”

Positive Behavioral Intervention & Supports (PBIS) is a research based systemic approach at handling behavior by being proactive. At West High School we call this “The West Way.” Through this model we first teach our expectations of Safe, Respectful, and Responsible behaviors in various settings. By being proactive in our attempts to ensure a safe and comfortable environment in which students can learn, we avoid making assumptions of what students know by teaching and modeling the expected behaviors consistently throughout West and at all West activities and events. The matrix below outlines the expectation of “The West Way”.

	CLASSROOM	LUNCHROOM	HALLWAYS & BRIDGE	EVENTS	TRANSPORTATION	DIGITAL CITIZENSHIP
<b>SAFE</b>	<ul style="list-style-type: none"> <li>Respect personal space</li> <li>Comply with emergency procedures</li> <li>Be where you're supposed to be</li> </ul>	<ul style="list-style-type: none"> <li>Respect others' personal space and property</li> <li>Clean up spills or report large spills to a supervisor</li> </ul>	<ul style="list-style-type: none"> <li>Keep moving</li> <li>Be aware of your surroundings and report any problems</li> <li>Keep lockers secure</li> <li>Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>Sit in assigned location</li> <li>Maintain clear aisles</li> <li>Cooperate with security and staff, especially during emergencies</li> </ul>	<ul style="list-style-type: none"> <li>Walk directly to your bus</li> <li>Remain seated</li> <li>Maintain a reasonable volume level</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate online safety</li> <li>Demonstrate cyber security</li> <li>Report cyber predators and cyber bullying</li> <li>Keep personal information confidential</li> </ul>
<b>RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>Be on time</li> <li>Be prepared</li> <li>Be an active learner</li> </ul>	<ul style="list-style-type: none"> <li>Clear your table and area of all items</li> <li>Place all utensils and trays in the correct location</li> </ul>	<ul style="list-style-type: none"> <li>Be on time</li> <li>Take all required materials to class</li> <li>Be proud of our home and keep it clean</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate positive Viking Spirit</li> <li>Comply with the facility rules and regulations</li> </ul>	<ul style="list-style-type: none"> <li>Collect all of your belongings including trash</li> <li>Be on time to your bus stop</li> </ul>	<ul style="list-style-type: none"> <li>Use proper netiquette</li> <li>Follow copyright guidelines</li> <li>Cite sources to identify ownership of intellectual property</li> </ul>
<b>RESPECTFUL</b>	<ul style="list-style-type: none"> <li>Follow all directions</li> <li>Be considerate of others</li> <li>Follow the *"Black and Gold Rule"</li> </ul>	<ul style="list-style-type: none"> <li>Speak politely to staff and peers</li> <li>Use conversational voice volume level</li> </ul>	<ul style="list-style-type: none"> <li>Maintain an appropriate voice level</li> <li>Use positive language</li> <li>Follow the *"Black and Gold Rule"</li> </ul>	<ul style="list-style-type: none"> <li>Give full attention to presenter or event</li> <li>Respect participants and other fans</li> </ul>	<ul style="list-style-type: none"> <li>Have your ID ready</li> <li>Speak appropriately to driver and peers</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate appropriate care and use of materials and equipment</li> <li>Charge device daily</li> <li>Use device for educational and school purposes only</li> <li>Evaluate databases, apps, &amp; websites for content, credibility, relevance, validity, and bias</li> </ul>

***“Black and Gold Rule” is to treat others as you would want to be treated.***



## SM WEST SCHEDULES

### **MONDAY, TUESDAY & FRIDAY SCHEDULE**

#### **MONDAY, TUESDAY & FRIDAY SCHEDULE**

<u>HOUR</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 1	11:25 - 11:55
Lunch 2	11:55 - 12:25
Lunch 3	12:25 - 12:55

\*\*\*\*\*

### **Thursday Late Start**

All students will follow a late start schedule on Thursdays. Classes will begin at 8:50 am following an even day schedule. Teachers will be utilizing the time from 7:30 – 8:45 am on Thursday mornings. to work in their PLC's (professional learning communities). Buses will run a normal schedule, students will be supervised in the cafeteria until classes begin. Bus riders are expected to report to the cafeteria upon arrival to school. Students should not leave campus.

### **WEDNESDAY SCHEDULE**

#### **WEDNESDAY (ODD) BLOCK SCHEDULE**

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

#### **LUNCH SCHEDULE 5th Block**

Lunch 1	11:15 - 11:45
Lunch 2	12:00 - 12:30
Lunch 3	12:45 - 1:15

\*\*\*\*\*

### **THURSDAY SCHEDULE**

#### **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 1	11:15 - 11:45
Lunch 2	12:00 - 12:30
Lunch 3	12:45 - 1:15

### IMPORTANT PHONE NUMBERS

<b>School</b>	<b>993-7800</b>
<b>Counseling</b>	<b>993-7830</b>
<b>Attendance Hotline</b>	<b>993-7845</b>
<b>Nurse</b>	<b>993-7816</b>
<b>DRO Officer</b>	<b>993-7823</b>
<b>SRO Officer</b>	<b>993-7822</b>
<b>SRO Concern Line</b>	<b>993-8060</b>

### WEBSITE

[www.smsd.org/schools/smwest](http://www.smsd.org/schools/smwest)

### STUDENT GOVERNMENT

STUCO provides student leadership for the school throughout the year. Homecoming parade and dance, winter canned food drive, WPA Sweetheart dance, computer dating, and numerous charity drives are just a few of the activities STUCO carries out each year. Class representatives and freshman class officers are elected each fall. Class officers and Student Body Officers are elected each spring for the following year. **Leadership** and **service** are the key words for STUCO.

### 2019 – 2020 STUDENT COUNCIL

#### STUCO OFFICERS

President	Brenda Garcia
Vice President	Leo Villasenor
Secretary	Bruno Villasenor
Treasurer	Quinn Stratton
Parliamentarian	Willow Good

#### EXECUTIVE BOARD

Ella Barth	Jessica Martinez
Jesus Campos	Perry Ross
Aidan Hall	Anakaren Sanchez-Fragoso

### CLASS OFFICERS

#### Seniors – Mrs. Benge, sponsor

President	Phoenix Bialek
Vice President	Will Frankel
Secretary	Grace Mendoza
Publicist	Ruben Anderson

#### Juniors – Ms. Evans, sponsor

President	Isabel Barcelona
Vice President	Olivia Neely
Secretary	Laylan Hamid
Publicist	Ekram Ali

#### Sophomores

President	Ally Andrade
Vice President	Mary Boetcher
Secretary	Tyra Eastwood
Publicist	Ally Smith

### **Mission Statement**

Shawnee Mission West establishes and upholds high standards that all students are expected to achieve through the creation of partnerships among teachers, students, parents, and the community that support student achievement in a safe and caring environment.



### **ALMA MATER**

Alma Mater, Hail to Thee  
Sing we now so joyfully  
Honor, praise and loyalty,  
Ever shall our promise be.

Onward we are always striving  
For thy colors brave, undying,  
Hail to thee, Shawnee Mission West  
Hail to thee, Shawnee Mission West

### **FIGHT SONG**

Go Shawnee Mission,  
fight for victory  
For the fame of our great name  
Fight on and win this game  
Rah, Rah, Rah

Go Shawnee Mission,  
keep your spirits high  
High, High, High  
West is best  
So show all the rest  
Come on Vikings win tonight, Hey!

Go, Vikings, Go!  
Go, Vikings, Go!  
Hit 'em high, Hit 'em low  
Go, Vikings, Go!

**SMW VIKINGS**

## **GENERAL INFORMATION AND SCHOOL PROCEDURES**

### **ATTENDANCE**

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.

**High school is in attendance for 7 hours daily, from 7:40 am - 2:40 pm on all days except late start days (Thursdays) on which classes are in session from 8:50 am – 2:40 pm.** Students are expected to attend school daily and arrive on time.

#### **SM WEST'S 24-HOUR ATTENDANCE HOTLINE 993-7845**

The following information must be included when absences are called to the hotline:

- ◆ The caller's name (parent/legal guardian)
- ◆ The name of the student, spell the first and last name
- ◆ The student's grade level
- ◆ The reason for the absence
- ◆ A telephone number where the caller can be reached during the day

Calls should be made at the beginning of the school day in which the absence occurs. A call before 12:00 noon will ensure that the student's name will not be on the *Unexcused* Absence list. Parents must contact the attendance office within 48 hours of the absence.

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 absence. We encourage students to return to school as soon as possible from appointments during the school day.

### **TARDIES**

Any student arriving within the first half or more of a class period will be considered tardy. Arrival after that time will be recorded as an absence. All tardies are unexcused unless documentation is provided to the attendance office that falls under the six Board of Education approved absence reasons.

- 2 tardies = Teacher has a student conference

- 3 tardies = Teacher 15 min detention + parent contact (Teacher Documents in Skyward)
- 5 tardies = Admin sends automatic warning email sent home through Skyward
- 7 tardies = Admin assigns 2 hour detention and parent contact
- 10 tardies = Admin assigns 1 day of ISS and parent contact
- 15 tardies = Admin assigns 2 day of ISS and parent contact (Athletes miss 1 game/activities)
- 20 tardies = Admin team meeting

\*Also, every 10 tardies accumulated will equal one full day of an *unexcused* absence. Unexcused absences have a direct effect on student truancy, which could end up involving the courts.

### **STUDENTS ARRIVING LATE OR LEAVING EARLY**

Students who arrive to school 20 minutes or more after the start of the school day must report to the attendance office to obtain a pass to class. The absence will be recorded as unexcused until a parent notifies the attendance office with a valid reason or a student brings a note from a parent/doctor/dentist/etc. detailing the reason for the late arrival.

A student needing to leave the building before the end of the day must obtain a pass from the attendance office to leave the school campus. The best method to request a student to leave campus early is for parents to send a note with their student to the attendance office the morning of the appointment. Parents may call the attendance office to request early dismissal, please allow a minimum of 30 minutes prior to an appointment time in order that a pass be issued for their student. Students not following the policy will be considered unexcused.

### **EXCUSED ABSENCES**

An excused absence is one which has been classified excused by the building administration. An absence which falls under one of the six board approved reasons for absence will be classified excused if the building attendance procedure is followed by the student and the parent or legal guardian. In-school suspensions are considered excused under current board policies. Make-up privileges shall be allowed for excused absences. Absences shall be excused for:

1. Personal illness. The school administration may, with due notice to the student or parent/legal guardian, require verification from a physician of absences due to reasons of health.
2. Serious illness or death of a member of the family.
3. Obligatory religious observances of the student's own faith.
4. Participation in a Kansas State High School Activities Association activity, a district-approved function, or a school-sponsored activity.
5. Emergency situation requiring immediate action.
6. An absence which has been **requested and approved in advance** by the building administration.

Activities of an educational nature or involving the student's family may fall in this category. Assignments are to be requested by the student before the absence occurs. Tests may be made up after the absence.

### **UNEXCUSED ABSENCES**



An unexcused absence is one which 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 building attendance procedure is not followed by the student and the parent or legal guardian.

The teacher shall inform students of assignments missed. Students shall be encouraged to maintain continuity of learning and course credit by completing the assignments missed during a period of unexcused absence.

### **MAKE-UP WORK AFTER EXCUSED ABSENCES**

It is the student's responsibility to make the initial contact with the teacher to make-up missed work and schedule make-up tests. 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 number of days absent to make-up work that has been missed. Students are expected to fulfill long-term assignments as originally scheduled.

### **EXTENDED ABSENCES**

Parents and/or students should notify the attendance office at least one week in advance of a planned absence of 5 or more days. Students should pick up a form from the attendance office that will be signed by the parent, the student's teachers and by an administrator prior to the student's absence. Students should work with the teachers to obtain any classwork that can be done during the absence.

### **PERMIT TO LEAVE DURING THE SCHOOL DAY**

A written request from the parent/guardian for a student to leave campus during the school day will be honored when the note is presented and pass to leave is obtained in the Attendance Office before missing a class or leaving campus. Once a permit to leave is obtained, it should be presented to the teacher at the specified departure time. When returning to class the same day, the student must sign in through the Attendance Office before reporting to class. Failure to comply with established procedures will result in an unexcused absence and appropriate disciplinary action.

### **HOMEWORK REQUESTS**

If a student's absence is three (3) days or more days, please contact the Counseling Office for assistance to obtain homework. Most teachers post assignments in their Goggle classroom for students.

### **AFTER SCHOOL ACTIVITIES**

In order to participate in after school activities, a student must attend a full day of school on the day of the activity unless absence is approved by the activities office.

### **FUNERALS**

Schools will not be closed for funerals. However, students, upon written parental request, will be excused to attend services of school employees, friends, and relatives.

### **HALL PASSES**

Students must have verification for their presence in the hallways at times when they are scheduled to be in classes.

## **BUS SERVICE**

The Shawnee Mission board of education provides free bus transportation to students living 2.5 miles or more from the school in their attendance area. Students who qualify for district-provided bus service in the Shawnee Mission School District may obtain their bus information from their Skyward account after August 1<sup>st</sup>. The school of attendance will also have a list of bus stops and pick-up times by the end of July of each school year.

Students riding school buses must follow all safety rules and regulations. Violations of bus regulations may result in the student receiving appropriate and prescribed disciplinary actions, which may include being removed from the bus and/or suspension from school. To help ensure compliance with necessary safety rules, video cameras may be used on school buses.

### **Bus Parent Pay Rider Program**

Parents of students who live less than 2.5 miles from the school in their attendance area may contract for bus service directly with DS Bus Lines under certain conditions. The information below is provided to help parents determine if they might be interested in the Bus Pay Rider program.

### **2019-2020 Fees**

**DS Bus Lines will start receiving payments for the 2019-2020 school year on June 1, 2019.**

#### **Early payment discount before July 12, 2019**

\$160.00 per student, per semester or \$320.00 per year for school year. Must be received or postmarked by July 12, 2019.

#### **Payments received after July 12, 2019**

\$185.00 per student, per semester or \$370.00 per student for the school year.

### **Terms and Conditions**

Bus service is available at schools where 50 or more students are contracted to ride the bus, or where pay ridership has been mandated.

Service will not be started until a signed contract with payment is submitted to DS Bus Lines. Secondary students will be required to show his/her ID card to the driver. They will not be allowed to ride the bus without showing student I.D.

Bus fare is payable by credit card, money order, or check. CASH WILL NOT BE ACCEPTED. Bus fare is payable by mail or in person to:

DS Bus Lines  
5519 Merriam Dr.  
Merriam, KS 66203.

Bus fare is also payable with credit card by phone at (913) 384-1190, or on DS Bus Lines [website](#).

DS Bus Lines reserves the right to hold parents or guardians responsible for any vandalism their child may do on the bus.

Contact DS Bus Lines at (913) 384-1190 or visit the [website](#).

## **CAFETERIA**

### **Breakfast**

Breakfast is available each school day and starts the first day of school. Students must choose at least three different items and one must be a 1/2 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.

### **2<sup>nd</sup> Chance Breakfast**

Second chance breakfast is available to all students. It is offered during the passing period between 2<sup>nd</sup> and 3<sup>rd</sup> hours. Only 1 school breakfast is allowed per day. Extra items are ala carte.

### **Lunch**

The cafeteria has a food court with 5 stations for the students to select from and at least 18 entrée choices each day. The stations are:

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

All entrée choices can make a meal if the correct side dishes are selected. 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 1/2 cup of fruit or vegetable. Components include entree, 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.

High school menus can be found at [MENU](#).

Free and reduced priced breakfast and lunches are available for students who qualify. A new application (per family) must be completed each year. The application to apply meal benefits can be found at [Free and Reduced Lunch Application](#).

### **LUNCH PROCEDURES**

In order to improve attendance, reduce tardies, enhance safety of students, and to meet their nutritional needs during the school day, **Shawnee Mission West has a closed lunch policy for all students.** Exception is made for students classified as senior who are in good standing and have the appropriate, parent signed paperwork on file in the office. Seniors approved for open lunch must obtain an Open Lunch sticker from the office to be placed on the student ID. Students remaining on campus for lunch must remain in the cafeteria, on the bridge, and /or circle drive courtyard area.

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.

**Food may not be delivered from outside the building without prior permission of the building administration.**

Students may buy their lunch from school-designated vendors or bring their lunch from home in the morning and eat in the cafeteria, on the bridge or outside courtyard during their assigned lunch period. **Visitors and parents are not allowed on campus during lunchtime** without administrative approval.

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

Each student has an individual debit account that they may access when they purchase lunch. Money may be deposited into this lunch account on a weekly, monthly or yearly basis via on-line payment, by cash or check. Students will then use their student ID as a debit card to draw from that account. Money in student accounts can be used for any purchase in the cafeteria or on the bridge. Cash cannot be withdrawn from the account. Note: students will **NOT** receive an automated phone call to remind them of their low balance. Parents and students can reference their balances online. If your student ID is lost or stolen, please see the bookkeeper to purchase a new one.

Effort is made to balance the number of students eating each lunch period. Supervisors are responsible for maintaining reasonable order on the bridge, hall and restrooms near the cafeteria. Students are expected to comply with all rules and guidelines during lunch times.

## **HEALTH INFORMATION**

The nurse's office is at the end of the main office suite. A student must obtain a pass from a teacher prior to coming to the nurse. However, you may ***report directly to the nurse in case of an emergency***. Parental consent is required before release to go home because of illness.

### **EMERGENCY INFORMATION**

Emergency information for each student should be kept current in Skyward at all times. This information is invaluable in helping to ensure that you have a safe and healthy experience. Please inform the school when a change in this information occurs.

### **HEALTH ASSESSMENTS AND PHYSICALS (POLICY JGC)**

To view policy > [click here](#)

### **STUDENT WELLNESS (POLICY JGCA)**

To view policy > [click here](#)

### **INOCULATIONS (POLICY JGCB)**

To view policy > [click here](#)

### **COMMUNICABLE DISEASES (POLICY JGCC)**

To view policy > [click here](#)

### **SUPERVISION OF MEDICATIONS (POLICY JGFGB)**

To view policy > [click here](#)

### **STUDENT SELF-ADMINISTRATION OF MEDICATION (POLICY JGFGBA)**

To view policy > [click here](#)

### **ACCOMMODATING STUDENTS WITH DIABETES (POLICY JGFGBB)**

To view policy>[click here](#)

**GUIDELINES FOR THE ADMINISTRATION OF NON-PRESCRIPTION MEDICATIONS**

To view form>[click here](#)

**ELECTRONIC DEVICE POLICY**

Shawnee Mission West High School recognizes that the school's purpose is to promote an environment conducive to learning and prepare students to be technologically savvy citizens. Students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the day. In an effort to increase these 21st Century skills, students will be allowed to use electronic devices at the ***discretion of the classroom teacher*** *provided they are used in a safe, legal, and responsible manner and within the confines of the SMSD Acceptable Use Guidelines.*

***BE SAFE***

***BE RESPECTFUL***

***BE RESPONSIBLE***





## **DRESS CODE POLICY**

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.

***If any permitted items create a distraction from the educational process or present a safety concern, school staff/personnel will determine whether or not the apparel or appearance may be allowed in school.*** School staff/personnel (of any title or job description) may not be held responsible for any confiscated items, if lost or stolen.

Students should dress as if they are going to a place of employment. Please dress accordingly.

When questions regarding appropriate dress arise on any situation, the administration's decision is final.

## SCHOOL LOCKERS

**INSPECTION OF LOCKERS:** School lockers assigned to students remain the property of the district; therefore, the district retains the right to regulate what may and may not be kept in the lockers. Students do not have a reasonable expectation to privacy, and the district reserves the right to open and inspect lockers and the contents at any time to ensure compliance with regulations and state and federal law. Periodically, canines will be used to check lockers for drug contraband.

- **Lockers will be assigned to students on a request only basis.**
- **Students should keep their lockers locked.**
- Students will be held responsible for damage occurring to the lockers during the school year. It is the responsibility of the student to report damage or malfunctions of the locker to the counseling office immediately after problems occur.
- Food is not to be kept in the lockers beyond the end of the day.
- Lockers are not to contain any opened containers of liquid.
- Do not write on lockers or place decals or stickers on them.
- Each student is responsible for the contents of his/her own locker. Anything found in the locker will be the responsibility of the students to whom the locker is assigned. No item, possession of which is illegal in this state, may be kept in a locker.
- No personal locks are to be used.
- Lockers are subject to random search at any time and individual lockers may be searched for any suspicious circumstances. The search may be conducted with or without the presence of the students to whom the locker is assigned and without advance notice. When appropriate, the school will turn over any evidence of criminal activity to the police. Lockers are emptied at the end of each year.

## **LEARNING COMMONS**

The [\*\*SM West Learning Commons\*\*](#) features a library, green room, sound booth, coffee bar and several collaborative spaces. The Learning Commons is open on most days from 7:20-4:00. Students are welcome in the Learning Commons at any time for academic purposes. Mrs. Stowers, the media specialist, is available to help students with finding library books, utilizing the online databases, learning effective research techniques, as well as technical guidance and instruction in the sound booth and green room.

### **Learning Commons**

- Teachers and students may reserve learning common spaces throughout the day to support their curricular needs.
- Students may use the [online form](#) to request to visit the Learning Commons during seminar.
- This form allows students to also reserve the green room or sound booth spaces during seminar.
  - [Click here to access the form.](#)

### **Library**

- Students and staff need to login to [Destiny](#) in order to access the various resources available within the library/learning commons.
  - [Click here to login to Destiny.](#)
  - Students and staff will find a list of resources, databases, and various ways to search the library on the Destiny home page.
  - Helpful videos and as well as passwords will be available for students and staff use through destiny.

- Students can use Destiny to hold and request books to check out from other SM district libraries.
- Library books are checked out for three weeks at a time.
  - Students are encouraged to return books within the checkout period.
  - Students will be sent email notifications when books are overdue.
  - Fines will be assessed if a book is a month overdue.
  - Fines will be removed if the book is returned in a reasonable condition/format.

## **AFTER SCHOOL LOITERING**

Students and parents need to have arrangements for the student to leave campus within 10 minutes after school has been dismissed for the day. The school does not have the resources to provide adult supervision of students loitering on campus. Ensuring that every student has the means to depart the campus in a timely manner after school is for the student's own safety and welfare.

Students who are working with a teacher or actively participating in a school-sponsored activity are exempt from this policy. However, these students should have the means to leave campus as soon as the activity, including practices and/or rehearsals, has concluded for the day.

Students who are in violation of the after-school loitering policy may receive the following discipline, depending on the circumstances:

- 1<sup>st</sup> offense: A verbal warning with name/date of offense recorded.
- 2<sup>nd</sup> offense: A telephone call to parent/guardian from the student's administrator.

*\* Students may be subject to prosecution for criminal trespass (KSA 21-5808) should repeated offenses occur.*

If there are unforeseen circumstances where a student is unable to leave the campus within 10 minutes after school has ended, the student or parent should contact the office.

The Superintendent of Schools or his/her designee may deny access to the school buildings or grounds of U.S.D 512 to persons who are not bona fide, currently registered students, staff, or faculty at the school, and who have no 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 designee 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.

## **STUDENT ASSISTANCE PROGRAMS**

A variety of educational alternatives are available to provide assistance to individual students (grades K-12). These programs address the needs of students who are experiencing difficulty with academics, behavior, attendance, disabilities, drugs/alcohol, parent or peer relationships, etc. School counselors, social workers or administrators can provide information and referral procedures.

### **STUDENT ASSISTANCE GROUPS**

Shawnee Mission schools offer student assistance groups designed to offer help to students experiencing personal or family problems related to the use of alcohol/drugs or other issues. The purpose of the group/interaction is to intervene on behalf of the student, educate the student, and



support the student's choice for a healthier lifestyle. Students may refer themselves or be referred to appropriate student assistance groups by other students, school personnel, parents, or members of the community. Counselors/school social workers will be in communication with the parent regarding the student's participation in the group. Parents who do not wish their students to participate or who need additional information, should contact the school counselor/school social worker.

## **SCHOOL CLOSING DUE TO WEATHER**

### **Inclement Weather Procedures**

Weather conditions may make it necessary for the Shawnee Mission School District to close schools for the safety of students and staff. Announcements of this nature will be posted on the main page of the district website, as soon as the information becomes available. In addition, parents and students are advised to listen to local radio or television stations for a current news report.

### **No announcements will be made when schools are to remain open.**

When possible, the decision is made during the evening prior to the day of closing. If so, the information will be provided to the media for broadcast on the 10 p.m. television and radio newscasts.

If the decision is made after 10 p.m. on the night prior to the day of closing, the information will be provided to radio and television stations for morning newscasts. Occasionally, an early release of classes already in session may be necessary if it appears that weather conditions are becoming worse and may pose hazards to students' health and safety.

### **School closing information is available from many different sources:**

- District [Facebook](#) and [Twitter](#)
- Local Radio and TV stations
- [District's Home Page](#)
- 24-hour information line at (913) 993-7380
- SMSD text, phone and email alerts (sign up for these in [Skyward](#))

## **CLASSROOM VISITORS**

Upon entering the building, all visitors, including parents, must check in with the security guard and obtain a visitor's pass. Visitors wishing to attend classes will need to establish the length of the visit and secure permission from the administration prior to the desired date of the visitation.

We strongly believe that education is a collaborative venture between parents/guardians and school personnel. At times parents/guardians and others may wish to visit for a short period of time or observe for up to 30-60 minutes in a classroom. In compliance with board policy KM, 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 in following these guidelines:

### **Arranging for a visit:**

- In writing, request a visit/observation and state your purpose for the request.
- Arrange a mutually agreed upon date and time through the building principal.
- The observation session will be planned so as not to create conflict with the teachers' and students' schedules.

- Visits/observations are limited to not more than 30-60 minutes per visit to avoid disruption or distractions in the classroom.
- The number of visits/observations will be limited to assure the least amount of disruption to instruction.
- The principal reserves the right at any time to ask the visitor to leave.
- The principal or designee reserves the right to refuse, cancel or change the observation time or duration.

#### Conduct during the visit/observation:

- For security reasons, visitors are required to check in at the security station or school office to sign in and obtain a visitor's badge before proceeding to contact any persons in the building or on the school grounds.
- To protect the learning environment, only one visitor is allowed in the classroom during the observation. Parents/guardians are asked not to bring younger siblings or children while visiting/observing in the classroom.
- Observers are asked to sit in the area designated by the classroom teacher.
- The principal or designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.
- Pictures and video/audio recording devices, and use of cell phones are prohibited.
- The visitor/observer must commit to engaging in no interaction with the staff or students in the classroom.
- If the visitor would like to talk to the teacher, a meeting can be scheduled for another time, rather than disrupt the scheduled lesson.
- During an observation, visitors will see or hear things which must be kept confidential. Confidentiality regarding our students is paramount and visitors must agree to respect the rights of the school staff, as well as the students, and refrain from sharing any information collected during the visit.
- Visitors need to sign out and leave their visitor's badge when their visit is complete.

## **Building Security**

The Shawnee Mission School District and Shawnee Mission West High School priority is for the safety of students and staff during the school day and at all school sponsored activities.

All Shawnee Mission West building doors will be locked at all times during the school day (7:50 am - 2:40 p.m.). West doors will be unlocked from 7:00 – 7:50 am for arrival. Except for the beginning of the day, doors will remain closed and locked at all times.

Security is located at the front door of SM West High School. Security will supervise the entry of any student, patron or guest. After 7:50 a.m., all students must enter the building through the front door and report to the attendance office. Student in approved situations (i.e. Broadmoor, Teacher Education) will enter through the front door and report to their assigned location.

All students must follow the security procedures. Any student in violation of the policy will be subject to disciplinary measures.

## **EXTRA CURRICULAR ACTIVITIES**

### **PARTICIPATION IN SCHOOL ACTIVITIES/INTERSCHOLASTIC ELIGIBILITY**

When a student represents a school in any school activity, he/she must satisfy all scholastic and behavior requirements for participation. The requirements are provided to students and parents in skyward and must be read and agreed upon by the student and parent. Violations of requirements may result in disciplinary action and/or suspension from competition or removal from the team.

Students wishing to participate in any activity or sport and be eligible for scholarships regulated by the NCAA at a Division I or Division II college must satisfy requirements of NCAA bylaw 14.3. Information regarding this regulation may be obtained in the school office. If you have questions, contact your school counselor. Use the link below to the NCAA website for more information about qualifying and registering with the NCAA, <http://www.ncaa.org/student-athletes/future>.

### **SPORTSMANSHIP POLICY**

Shawnee Mission West High School, its administration, students, coaches and community, recognizes the **high ideals of proper sportsmanship** that are reflected in the rules and policies of the Shawnee Mission School District and the Kansas State High School Activities Association (specifically Rule 52 and its interpretations) and expects behavior upholding those ideals from everyone that attends school events.

The basic tenet of proper sportsmanship is presented in the following statement:

**All actions are to be FOR, not AGAINST;  
POSITIVE, not NEGATIVE or DISRESPECTFUL**

This policy is in effect at any school activity – home or away – and during both the event and the time before and after the event.

Any SMW student who behaves in an unsportsmanlike manner, who violates any school rules, or who fails to follow the directions of the supervisors may be eliminated from the event and not allowed to attend school events for the remainder of the year and may result in further disciplinary action.

There will be no further warnings issued. This stance is not taken lightly, but is an attempt to promote proper sportsmanship and ensure a respectful environment for all Shawnee Mission West activities.

### **ATTENDING DANCES**

- The purpose of dances at SMW is to provide a safe environment for students to develop their social skills. The only dances that non SMW students may attend are Homecoming

and Prom. **Guests must have the appropriate form signed by their school administrator. This form must be returned by 3:00 pm on the Friday preceding the dance for approval.**

- SMW students may only register ONE outside guest.
- Guests attending SMW dances must be **at least in 9<sup>th</sup> grade and may not be older than 20 years.**
- All high school students entering the dance must present a **Student ID card** at the outside guest check-in table.
- Attire must meet guidelines set by the school. Students inappropriately dressed will not be allowed to enter the dance.
- Use, distribution, or possession of drugs, alcohol and tobacco is prohibited. Authorities/parents will be notified.
- Appropriate dancing will be enforced.
- Anyone failing to cooperate with chaperones may be expelled from the dance.
- College students do NOT need a recommending administrator, but MUST complete the informational section, the parent of the West student must sign the form, turn in the form by the deadline and present their **Driver's License** at the outside guest check-in table.
- Reentry is prohibited.
- The West student is responsible for getting the form completed and returned by the deadline. It is not the responsibility of the West office to fax forms.

**NO GUESTS WILL BE APPROVED AFTER THIS TIME.** A list will be available at the ticket sales table during lunches with all approved dates. The following guidelines are established in order to provide our students with a safe, positive experience at SMW/PTSA sponsored dances.

1. All students/guests must show ID upon entering the dance. SMW students must present their current school ID. Guests must either show a current school ID or a valid driver's license.
2. Prom and Homecoming dance sponsors will conduct early ticket sales during lunch on campus. SMW students bringing a guest must sign the guest up prior to the time tickets are purchased. The SMW student must provide the name of the student and the school they currently attend at the time he/she purchases the tickets and have the guest form turned in on time.
3. Tickets for Homecoming will be available at the door for current SMW students with their school ID ONLY. Prom tickets will not be sold at the door.
4. Students should write their name on the back of their ticket(s) at the time of purchase.
5. Students are expected to wear appropriate attire for the type of dance they are attending. Only administrators can refuse a student entry to the dance based on their attire.
6. Personal items brought to the event must be checked in for security reasons (loss and theft).
7. Students are expected to exhibit tasteful dancing, refrain from running, pushing, shoving, piggyback rides, and offensive language.
8. Use of alcohol, drugs or tobacco, or possession of weapons will not be tolerated.
9. Students that leave any SMW dance will not be allowed to return to the dance.
10. All other dances at SMW are for students currently enrolled at SMW and in good standing. Students must present their current ID and pay the admission fee to be admitted.
11. Students and guests must respect other students, chaperones and administrators at all times.

12. Students that are asked to leave a dance may face disciplinary action and lose the privilege of attending SMW dances for the remainder of the current school year.

### **ELIGIBILITY GUIDELINES FOR STUDENT ROYALTY AND NONKSHAA EVENTS**

Those individuals being considered for royalty positions, participation in Mr. Viking, Spring Show, graduation speakers, graduation roll readers and other similar activities (non KSHAA Activities) at SMW should possess the character and behavior that allows them to serve as a role model for our students and community. Only students that meet the following guidelines may be nominated for royalty positions or participate in the event. Guidelines are applicable to the current year only.

- Grades
  - 2.0 or higher
- Discipline
  - No suspensions, ISS or OSS
  - No discipline infractions that are in conflict of good citizenship and character
- Attendance
  - Excessive tardies may result in ineligibility to participate in the event.
  - Excessive absences may result in ineligibility to participate in the event.
  - Absences that exceed the guidelines may be appealed to an administrator for review.

Any violation of the drug, alcohol and/or tobacco district policy or any involvement in legal situations with drug, alcohol or tobacco will disqualify a student from participation. Requirements are for the current school year only.

## **SMSD RESOURCE OFFICER (DRO) AND SCHOOL RESOURCE OFFICER (SRO)**

SM West is staffed with Shawnee Mission School District Police Officer and Overland Park Police Officers. These officers help maintain a safe learning environment, resolve conflicts among students and present law-related topics in classrooms. SMSD Police are also responsible for issuing student parking permits. SM West has security cameras and emergency procedures in place for the safety of the school. The police office is located on the east end of the bridge.

### **SM SECURITY PROCEDURES**

The safety and security of our students and staff is a top priority. During the summer of 2016, SMSD received security upgrades and new Security Command Centers staffed with a Campus Security Officer at each High School establishing a new security standard for the district. **In accordance with school safety and security procedures, all visitors must report to the security checkpoint to register during school hours.**

**Visitors will be required to show a valid, government-issued ID** (Acceptable forms are a Driver's License, State Identification, Passport, Military Identification, or US Permanent Resident Identification). Please be advised, any unauthorized visitor who does not report to the security checkpoint may be charged with trespassing.

Effective January 1<sup>st</sup> 2016 all High School and Middle School students will be required to carry their student identification card and may be required to show their school ID before entering the school. All school staff should wear their ID card where it is visible while on school property.

### **IMPORTANT PHONE NUMBERS**

<b>EMERGENCY</b>	<b>911</b>
<b>SMSD Police DRO</b>	<b>913-993-7823</b>
<b>Overland Park Police SRO</b>	<b>913-993-7822</b>
<b>SM West Main Office</b>	<b>913-993-7800</b>
<b>SM West Concern Line</b>	<b>913-993-8060</b>
<b>Kansas School Safety Hotline</b>	<b>1-877-626-8203</b>

### **SM WEST CONCERN LINE**

The SM West concern line is for anyone to call and report information on a crime that has occurred or may occur on or off campus. Callers are also encouraged to call the tips hotline with any concerns or information that may affect the safety of the school. Callers may remain anonymous if they wish.

### **KANSAS SCHOOL SAFETY HOTLINE 1-877-626-8203**

The Kansas State Department of Education, in cooperation with the Kansas Highway Patrol, has established a school safety hotline. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. As you are aware, students usually have knowledge of potential school violence before it occurs. This hotline gives students the opportunity to **anonymously** report any potential violence.

Personnel at the Kansas Highway Patrol will answer the hotline number. The dispatchers will get as much information about each situation reported as the caller wishes to relay. Upon receipt of a call, the dispatchers will notify appropriate law enforcement agencies and/or the office of the superintendent of schools depending upon the severity of the situation.

### **REPORT BULLYING**

If you would like to report inappropriate behavior or a bullying situation that you witnessed or experienced in the Shawnee Mission School District, click on the [bully icon](#) on your MacBook. You do not have to sign your name, but if you do, we will keep your identity confidential. After writing the information in the text box, click on the submit button to send this information. Your message will be routed to the school administrators and to the School Police Officers. Thank you for putting forth the effort to stop bullying in your school.

The administration and School Police Officers will follow up on all concerns, but since the identity of the person submitting the report is anonymous, we will not be able to reply directly. If additional assistance is needed, you are encouraged to contact a teacher, counselor or administrator.

***Thank you for putting forth the effort to stop bullying in Shawnee Mission schools!***

### **INTERVIEW OF STUDENTS BY SCHOOL RESOURCE OFFICER OR SHAWNEE MISSION SCHOOL DISTRICT POLICE OFFICER**

School Resource Officers and Shawnee Mission School District Police Officers, as members of the school staff, work closely with teachers, administrators, students and parents. School Resource Officers and Shawnee Mission School District Police Officers may interview students at the school about routine police matters or investigations. The administration will contact the parent as soon as an action to be taken has been determined.

### **PARKING GENERAL INFORMATION**

The officer on duty is to enforce all city, state and school regulations concerning operating of motor vehicles. Vehicles driven to school must be registered, marked with an appropriate school vehicle registration permit, and parked in the designated parking areas. If there is reasonable suspicion that there may be illegal items in the vehicle, or that the student is involved with weapons, or illegal substances, the vehicle may be searched. Violation of parking or vehicle operation regulations may result in fines being levied or the loss of privileges for parking or operating vehicles on school premises. The vehicle may be towed at the owner's expense and additional appropriate disciplinary action taken.

Parking on campus during academic school hours is restricted to students classified as seniors, juniors or sophomores who have purchased a valid parking permit. A parking permit may be purchased through the bookkeeper's office during summer fee payment sessions or through the online fee payment system. After payment is made, a Parking Permit Form must be turned into the District Resource Officer to obtain the permit. **Freshmen are not allowed to park or drive on school property at any time.**

**Seniors and juniors** may park in the 85<sup>th</sup> Street student lot or the north Antioch student lot away from the building. **Sophomores** may park only in the north Antioch student lot away from the building. Students must park in the designated student parking areas during academic school hours (map available). Student parking is on a first come, first serve basis. Having a permit does not guarantee you a parking space on campus.

**\*\*Contact the District Resource Officer at 913-993-7823 with any questions or concerns\*\***

**To register a vehicle, you must have your vehicle's license plate number (or temporary tag).** The student parking fee for the school year is \$60.00. This fee is prorated at the end of each quarter. Permits that are lost will be replaced for \$60.00, or current prorated amount. Permits that are stolen will be replaced for \$10.00 with proof the theft was reported to police. SM West Administration reserves the right to refuse authorization for parking to anyone. School parking lots are considered school property, therefore all actions, conduct, and behavior is governed by SMSD disciplinary procedures 24 hours a day, 365 days a year. If at any time a school official has reasonable suspicion that ANY vehicle located on school property contains items which violate any laws or school rules the vehicle may be searched or towed without warning. **Shawnee Mission School District is not responsible for theft or damage to vehicles or content.**

#### **PARKING RULES AND REGULATIONS**

- A. **Permits must be fully affixed to the rear window of the vehicle on the lower driver's side corner using its own adhesive.** It must be visible and easy to see from behind the vehicle. Students who drive a motorcycle or moped must also purchase a permit and park in a normal parking space.
- B. **Permits are not transferable from one vehicle to another.** For a vehicle to be legally parked, the vehicle description and license plate must match the Vehicle Permit Registration from when the permit was issued. If a different vehicle is driven to school on a short-term basis, it must immediately be registered on a Temporary Permit Form available in the front office to avoid receiving a ticket (valid for up to five school days at a time). It is the student's responsibility to notify the SMSD DRO of any changes to the vehicle description or license plate number during the school year. A new permit must be purchased for any new vehicle, there will be a \$10.00 fee for a replacement permit if the original permit is turned in with the new application.
- C. **Students who use their vehicle to be truant from school (during class or lunch time) and/or transport others off campus who do not have permission to leave may have their parking permit revoked.** Students leaving the building or campus for school related matters should be prepared to present a pass and/or student ID to an officer or staff member upon request. **Students must have a pass from an administrator to leave the building or go to their vehicle during school hours for any reason.**
- D. **The speed limit on SMSD property is 15 mph.** Unlawful riding on the outside of vehicles is prohibited. Any use of tobacco products, electronic cigarettes or similar look-alike devices on school property, including inside a vehicle, is also prohibited, violators may be ticketed and face disciplinary action.
- E. **Cruising or Loitering is prohibited.** Students should take the shortest and most direct route to and from a parking space. Any person loitering on SMSD property may be issued a ticket and/or a Trespass Warning.
- F. Students may not purchase a permit for another student who is not allowed to purchase their own.

#### **FINES AND CONSEQUENCES FOR PARKING TICKETS**

A violation of parking or vehicle operation regulations may result in tickets, loss of privileges for parking, disciplinary action and/or the vehicle being **towed at the owner's expense without warning.**



<b>1st Offense</b>	<b>\$20.00 Fine</b>
<b>2nd Offense</b>	<b>\$40.00 Fine</b>
<b>3rd Offense &amp; Subsequent Violations</b>	<b>\$60.00</b>

**\*Vehicles with No Permit or Not Registered will be fined \$30.00 for the first violation then \$60.00 for the second and subsequent violations.**

### **RESOLUTION OF PARKING TICKETS**

- A. 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.
- B. 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.
- C. Should a student fail to pay their fine within the grace period, the matter may be referred to the student's administrator for discipline. 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.
- D. 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.
- E. 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.

### **SAFETY TIPS FROM DRO AND SRO**

- **HIDE – TAKE – LOCK.** Hide your belongings, take your keys, and lock your car. Always keep your vehicle locked and windows closed. Do not leave valuables in plain sight such as cell phones, GPS devices, money, purses/backpacks, other valuables, etc. If possible, lock these items in the trunk or take them with you.
- Do not bring large amounts of money or valuable/irreplaceable items to school. Make sure your locker is always locked and the combination cleared. Do not 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 electronic devices at school in front of others is an invitation for someone to steal your property. It is recommended that these types of electronic items are left at home.
- Report any lost or stolen items to SMSD DRO/SRO immediately.
- Notify a teacher, staff member and DRO/SRO 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**

1. Check the "lost and found" in the front office. If the item(s) is not located in "lost and found", contact the DRO/SRO to file a lost/stolen property report.
2. You can get this form from the police office or the main office.
3. Report lost or stolen property as soon as the loss is discovered.
4. 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.
5. 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.

## **CURRICULUM INFORMATION**

### **ADVISORY PERIOD/SEMINAR**

#### **OVERALL GOAL**

The goal of advisory period/seminar is to provide academic support to curricular programs. Students will have the opportunity to seek out educational support and enrichment, make up missed work and get tutoring. In addition, special events may occur throughout the year.

Students will attend a 30 minute advisory period on Wednesday mornings. This advisory time will be utilized for students to reflect on their current grades, work on how to utilize their time more efficiently and to organize their assignments and academic responsibilities for the week. Teachers will support and provide direction for their assigned students.

Students will attend a 50 minute seminar on Thursday mornings. This time will be utilized for students to work on assignments, get additional help from teachers and/or make up tests.

#### **SEMINAR SCHEDULE**

10:20 – 10:25 am	Home Seminar Check In/Passing for Session 1
10:25 – 10:45 am	Session 1
10:45 – 10:50 am	Passing for Session 2
10:50 – 11:10 am	Session 2

#### **STUDENT TRAVEL DURING SEMINAR**

All students will be required to obtain prior permission from a teacher to visit their classroom during seminar. Each student will be required to have the proper seminar pass with them and ready to show it whenever asked during seminar passing.

#### **PROCEDURES**

1. Attendance is mandatory. Students are expected to bring materials and utilize the entire seminar time for academic purposes.
2. Students must have a pass from a teacher to leave seminar.
3. Students who travel to another classroom shall remain in that classroom for the duration of the 20 minute session before they pass to another classroom or return to their home seminar.
4. Students may remain in one classroom for both seminar sessions if the teacher who the student is visiting signs for both sessions in advance.
5. Individual teachers are to provide the best possible working environment for all students in the seminar room.
6. Students must have a pass from the librarian to go to the library during seminar.

#### **CONSEQUENCES FOR MISUSE OF PASSING PRIVILEGES**

Students misusing a pass during seminar will receive an unexcused absence for the seminar period and will lose their passing privileges for the next seminar.

#### **PROCESS FOR OBTAINING A SEMINAR PASS**

1. Student asks the specific teacher he/she wants to visit during seminar for a seminar pass.

2. The requested teacher fills out the date, student name, and signs the seminar pass under the session(s) the student will visit and keeps the white copy of the pass.
3. All students must go to their home seminar first to check in for attendance. In order to pass at the appropriate times, students must show their home seminar teacher the seminar pass/passes. Seminar teachers will keep the yellow copy of the pass.
4. Students will remain in the 2<sup>nd</sup> session until the bell rings for 4<sup>th</sup> hour.

#### **APPROPRIATE SEMINAR ACTIVITIES:**

Completing make up exams, quizzes, labs, projects

Teacher tutoring, peer tutoring

Meeting with support groups and other guidance activities

Special assemblies and group meetings

Using library for projects and research, labs, family and consumer science rooms

### **PLAGIARISM**

A person who takes the ideas, expressions, or writings of others and represents them as their own is just as dishonest as if he took money or personal property belonging to another. A writer's ideas and his way of expressing them are their own, and using them without permission is plagiarism.

The copying of homework or other written assignments and the act of cheating on a test merit serious consequences because they are, by their nature, types of plagiarism as well.

- Failing to acknowledge the source of an idea, fact or phrase, which clearly comes from an identifiable source rather than from common knowledge.
- Failing to enclose in quotation marks (or otherwise indicate the verbatim nature of) the statements, phrases or distinctive terms of a printed source, whether or not the source is acknowledged. Making slight changes in wording "so the passage is not copied word-for-word" is not an acceptable substitute for a clear indication that verbatim quotation is being used.

•

#### **PROCEDURES FOR DEALING WITH PLAGIARISM, COPYING AND CHEATING**

- Copying homework: in cases where it is apparent that a student has copied a homework assignment from another student, both students will receive a grade of 0 for the assignment.
- Cheating on tests: when it is apparent that a student is cheating or has cheated on a test, the student will receive a grade of 0 on the test. If a student is found cheating with the help of another student, both students will receive a grade of 0 on the test.
- Copying major assignments: if a student is found to have copied all or any part of a major assignment, such as a composition, a special project, a creative writing assignment, etc., the student will receive a grade of 0 on the assignment. If two or more students are involved in the incident, all students involved will receive a grade of 0.

- Plagiarism on term papers: when it is apparent that a student has deliberately plagiarized information from another student, from a printed source, or from electronic media in order to complete term paper requirements, the student will receive a grade of 0 for the paper. In classes in which the term paper is a major portion of the grade, a grade of 0 for the term paper may determine whether this student will pass or fail the course for the grading period.
- If, in the teacher's judgment, the occurrence of plagiarism was not intended to be deceptive, the student may be given the opportunity to revise and rewrite the paper.

### **RATIONALE**

If plagiarism were common among students, the value of instruction would be seriously undermined. Obviously, students do not improve their writing if fear or laziness leads them to submit papers they copied from a friend, a printed source, or electronic media. Similarly, students learn little from preparing a speech or writing assignment if they merely parrot the words and thinking of a single source. To help students maintain high academic and ethical standards is stringent on matters of plagiarism.

### **AVOIDING PLAGIARISM**

*HINT:* To avoid plagiarism, read over your paper and ask yourself whether your readers can properly identify which ideas and words are yours and which are from the sources you cite. If that is clear, if you have not let your paper become merely a string of quotations from sources, and if the paper predominately reflects your words, phrases, and integration of ideas, then you are not plagiarizing.

**SHAWNEE MISSION WEST ADMINISTRATION**  
**913-993-7800**  
**Fax 913-993-8099**



**Principal**

Mr. Steve Loe  
[stevenloe@smsd.org](mailto:stevenloe@smsd.org)

**Associate Principals**

Mrs. Nancy Tynon  
[nancytynon@smsd.org](mailto:nancytynon@smsd.org)  
(Responsible for students with last name beginning with A – G)

Mr. Stan Anderson  
[stananderson@smsd.org](mailto:stananderson@smsd.org)  
(Responsible for students with last name H-O)

Mr. Grant Dreiling  
[grantdreiling@smsd.org](mailto:grantdreiling@smsd.org)  
(Responsible for students with last name beginning with P – Z)

**Athletic Director**

Mr. Todd McAtee  
[toddmcatee107@smsd.org](mailto:toddmcatee107@smsd.org)

**Support Staff**

Debbie Ryan, Secretary to the Principal  
[debbieryan@smsd.org](mailto:debbieryan@smsd.org) 913-993-7803

Patti McCluskie, Activities Secretary  
[patriciamccluskie@smsd.org](mailto:patriciamccluskie@smsd.org) 913-993-7806

Cathy Hays, Counseling Secretary  
[cathyhays@smsd.org](mailto:cathyhays@smsd.org) 913-993-7830



## SHAWNEE MISSION WEST Counseling Office

A – E

Mr. Tommie Davis  
[tommiedavis@smsd.org](mailto:tommiedavis@smsd.org)  
913-993-7833

F - K

Ms. Kim Urenda  
[kimurenda@smsd.org](mailto:kimurenda@smsd.org)  
913-993-7837

L – R

Mrs. Katy Reda  
[katyreda@smsd.org](mailto:katyreda@smsd.org)  
913-993-7833

S – Z

Mrs. Cindy Neely, Coordinator  
[cindyneely@smsd.org](mailto:cindyneely@smsd.org)  
913-993-7827

Social Worker

Ms. Mary Lea Kieffer (A – K)  
[marykieffer@smsd.org](mailto:marykieffer@smsd.org)  
913-993-7836

Social Worker

Ms. Lisa O'Hara (L – Z)  
[lisamohara@smsd.org](mailto:lisamohara@smsd.org)  
913-993-9159

CIS Site Coordinator

Mrs. Shawnta Jefferies  
[shawntajefferies@smsd.org](mailto:shawntajefferies@smsd.org)  
913-993-7859

College Advisor

Dalton Mitchell  
[daltonmitchell@smsd.org](mailto:daltonmitchell@smsd.org)  
913-993-7841

## TEST SCHEDULES 2018-2019

**Registration materials available in the SMW Counseling Office**  
**SMW High School Code: 172-773**

### Testing Wednesday – October 16, 2019, 7:40 – 12:00 pm

**9<sup>th</sup> grade** – Pre ACT (district-paid)

**10<sup>th</sup> grade** – PSAT (district-paid)

**11<sup>th</sup> grade** – PSAT/NMSQT (\$19 fee paid by student) or practice ACT (district-paid)

**12<sup>th</sup> grade** – College/Career Readiness Activities

### ACT (Given at West - Test Center # 176140)

Register online: [www.actstudent.org](http://www.actstudent.org)

<u>Test Date</u>	<u>Registration Deadline</u>	<u>Late Deadline</u>
September 14, 2019	August 16, 2019	September 1, 2019
October 26, 2019	September 27, 2019	October 13, 2019
December 14, 2019	November 8, 2019	November 25, 2019
February 8, 2020	January 10, 2020	January 17, 2020
<b>February 25, 2020</b>	<b>State sponsored for juniors only-more info to come</b>	
April 4, 2020	February 29, 2020	March 16, 2020
June 13, 2020	May 8, 2020	May 25, 2020
July 18, 2020	June 19, 2020	June 29, 2020
(June & July dates not at West)		

### SAT I and SAT II (Given at SM East and other area schools)

Register online: [www.collegeboard.com](http://www.collegeboard.com)

<u>Test Date</u>	<u>Registration Deadline</u>	<u>Late Deadline</u>
October 5, 2019	September 6, 2019	September 24, 2019
November 2, 2019	October 3, 2019	October 22, 2019
December 7, 2019	November 8, 2019	November 26, 2019
March 14, 2020	February 14, 2020	March 3, 2020
May 2, 2020	April 3, 2020	April 21, 2020
June 6, 2020	May 8, 2020	May 27, 2020

### Advanced Placement (AP) Exams – Information in the SMW Counseling Office

Cost associated with each AP exam

May 4 - 8, 2020	Monday - Friday
May 11 - 15, 2020	Monday - Friday



### **GRADING SCALES**

Some aspects of student performance can be evaluated by point scales or percentages. For those areas the following scale will be used for computing grades:

(A) - Superior Work	90-100%
(B) - Above Average Work	80-89%
(C) - Average Work	70-79%
(D) - Below Average Work	60-69%
(F) - Failing	below 60%

Students should check with their teachers to clarify individual grading practices.

### **GRADE POINT AVERAGES (GPA)**

Student should refer to the District Program Planning Guide for calculation of GPA.

### **GRADE CARDS**

Student grade cards will be available in Skyward for both students and parents. Grades are posted at the end of each quarter.

Grade cards will be posted to Skyward the week after the end of the quarter/semester. Grade cards can be found in the portfolio section of Skyward. Grade cards will not be printed.

### **ADVANCED PLACEMENT FINAL EXAM EXEMPTION (ANY STUDENT TAKING AN AP COURSE)**

Any student enrolled in AP or IB courses may be exempt from 2<sup>nd</sup> semester final exams if they take the AP or IB exam for their course. Students must fully participate in the respective AP or IB exam to qualify for the exemption.

Any student taking both the AP exam and the dual college credit option will be required to take the final exam if that final exam is a requirement of the college or university for the given course. Any student taking both the AP exam and the dual college credit option, and the college or university does not require a final exam, the student may opt out of the Shawnee Mission School District teacher-generated final exam per the exemption guidelines.

If the student is not taking the AP exam, then the student will take the required final exam, whether from the college/university or from the Shawnee Mission School District teacher.

### **HONORS/ADVANCED PLACEMENT**

Honors and Advanced Placement courses place greater responsibility on students because of higher expectations and greater sophistication. Grade points for certain advanced courses, which are designated with an (H) and/or (AP/H), shall be computed as follows:

- A - 5 points
- B - 4 points
- C - 2 points

Students who do not maintain an average of "C" or above may be removed from the class.

## **HONOR ROLL**

Shawnee Mission West recognizes academic excellence by placing students on one of two honor rolls: a 3.0 Honor Roll or a Principal's Honor Roll.

To be named to the 3.0 Honor Roll, a student must have a GPA (grade point average) of 3.0 for a minimum of 2.5 credits per semester. The grades of "A", "B", "C", "D" and "F" will be used to calculate the GPA. Grades of "Q", "P", "E", "NG", "WP" or "WF" are not used in the GPA computation formula. A grade of "N", "D", "F", or "I" will eliminate the student from being named to the Honor Roll.

To be named to the Principal's Honor Roll, a student must have a GPA (grade point average) of 4.0 or above and be enrolled in a minimum of 2.5 credits per semester. The grades of "A", "B", "C", "D", and "F" will be used to calculate the GPA. Grades of "Q", "P", "E", "NG", "WP" or "WF" are not used in the GPA computation formula. A grade of "N", "D", "F", or "I" will eliminate the student from being named to the Honor Roll. Students who earn all "A's" will have special designation by an asterisk on any information distributed to the public.

## **ACADEMIC LETTER**

An academic letter is awarded to seniors who earn at least seven semesters of six A's during their high school years with no semester grade lower than a B and/or a 4.0 or above with no grade lower than a B.

## **FOURTH YEAR ACADEMIC LETTER**

These students met the criteria every year to earn an academic letter by earning 6 semester A's with no grade lower than a B or have a 4.0 with no grade lower than a B in grades 9 through 11 and then earned 3 semester A's with no grade lower than a B in the fall of their senior year or a 4.0 GPA with no grade lower than a B.

## **COLLEGE EQUIVALENCY COURSES**

JCCC College Now/Baker University courses and AP exams may allow students to earn college credit. AP teachers and counselors have additional information. Both require registration and fees paid by specific dates.

## **COLLEGE RELEASE**

Students in their junior or senior year, with District approval, may enroll in courses in local colleges and universities in the traditional Quick Step program. Quick Step courses are generally held on the college campus. See your high school counselor for enrollment information.

## **PSAT/NMSQT (PRELIMINARY SCHOLASTIC ASSESSMENT TEST NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST)**

Given only once each year in October, the PSAT/NMSQT is a three-hour test composed of questions that have been used previously on the SAT I. The PSAT measures verbal and writing skills as well as mathematical reasoning skills. The PSAT/NMSQT serves three purposes: it is practice for the SAT I, it is the first step in qualifying for scholarships sponsored by the National Merit Corporation and other scholarship programs, and it allows students to participate in the Student Search Service, a program which helps colleges find prospective students. The National Merit Scholarship Program uses the PSAT scores achieved in the junior year to allow students to enter its scholarship program. Although most testing programs require the student to register by

mail, registration for the PSAT/NMSQT is arranged through the high school counseling office in September.

### **ACT**

This assessment program is used to help students make college plans and decisions. It is a battery of tests which yields a composite score of 1-36 as well as a score of 1-36 in each of four areas: English, math, reading comprehension, and science reasoning, as well as an optional writing test. The student reports a Student Profile Section and high school grades at the time of registration. The ACT is required by 4-year colleges in Kansas and recommended by the 2-year colleges. It is usually the preferred test for Midwestern schools. If instructed by your college catalog to take the ACT, a student should consider taking it in April or June of the junior year or the fall of the senior year. The Kansas State Scholar program uses ACT scores as data in their selection process for the program. Scores are automatically sent to the State Department of Education for this purpose.

### **SAT I**

The SAT I is a three-hour reasoning test comprised of objective questions that are designed to predict how well a student will do academically his freshman year in college. It is divided into sections, critical reading, writing and mathematics. (Students are encouraged to use a calculator for the math section.)

The SAT I has no passing or failing scores. Scores are considered high or low only in comparison to scores of other students. Therefore, in addition to scores ranging between 200-800, the student receives a percentile score between 1-99 that allows him to compare his score to the scores of other students taking the test.

### **SAT II**

The SAT II tests are subject tests that are designed to find out how well a student has mastered a specific subject. The SAT II may be used in the college admission process to assist a student in selecting appropriate freshman courses. Unlike the SAT I (Reasoning) tests, the SAT II (Subject) tests assume that a student has knowledge of a specific subject.

While there are some exceptions, it is recommended that the SAT II's be taken in late spring of the junior year and/or the first half of the senior year. The college catalog will state clearly whether or not a student should take one or more of these tests. Check carefully. Selective colleges tend to value the results of the subject tests even if they don't require them. Students who generally do well in their high school English and math classes but do not score well on the SAT I's, may want to take the SAT II subject tests to provide colleges with a more accurate indication of their abilities.

### **ADVANCED PLACEMENT (AP) TESTS**

These tests measure college-level knowledge and are designed to help colleges judge the qualifications of candidates for advanced placement and/or college credit. Although any student may register to take the AP tests, they are recommended for students who have completed the AP course for each specific test. Teachers of AP courses are helpful in giving direction to the student who wishes to prepare for any of the AP tests. Each test is approximately three hours long. The testing is offered only once a year in May. Registration is arranged through the Counseling Office during the fall semester.

## **TRANSCRIPT RELEASE**

A Records Release Authorization Form MUST be signed to release a transcript. When it is necessary to obtain a transcript for any reason, the parent(s) or legal guardian MUST sign the form if the student is under 18 years of age. Once the student turns 18 years of age, only the student can sign the release form. Due to the volume of requests, your paperwork may take several days to complete. Please plan accordingly. For the duration the student is enrolled in a SM Public School and for two years beyond that graduation date, a student is entitled to five (5) transcripts at no cost. Subsequent transcripts will be \$2.00 each.

The transcript request form can be found out [Transcript Release Form](#).

## **DISCIPLINE**

### **PHILOSOPHY OF DISCIPLINE**

The Shawnee Mission School District philosophy of discipline is designed to provide an environment in which students can be motivated and taught to demonstrate personal, social, and academic behaviors appropriate to their age and maturity level. It is based on the following beliefs:

- A. That the successful practice of self-discipline is dependent on the student's ability to perceive the interactive relationship of rights and responsibilities and the necessity for appropriate personal and social behaviors.
- B. That the behavior of self-disciplined individuals is more internally than externally controlled and reflects both respect and concern for others.
- C. That the modeling of good discipline practices, when a shared responsibility of all school personnel, contributes to the development and maintenance of wholesome, interpersonal relationships and thus enhances the potential for positive student achievement.
- D. That teaching strategies should include activities for the development of self-control and self-determination within a context of awareness of personal and social needs.
- E. That reasonable rules and regulations are necessary for ensuring the best interests and welfare of the individual student and the total school population by:
  1. Respecting the rights of all students to operate in an atmosphere conducive to learning.
  2. Dealing with problems of misbehavior as the collective responsibility of students, parents, and school staff.

### **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 186 school 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
- Bullying
- Theft
- Profanity
- Disrespect to faculty member or student
- Cheating
- Use or possession of tobacco/drugs/alcohol
- 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
- Gambling

### **DETENTIONS**

Students may be detained after school or asked to arrive before school for a 30 to 120 minute period of time for a conference with the teacher, to receive additional help, or to do class work assigned by the teacher. These detention periods serve as a consequence for actions committed by the student that are detrimental to the learning process. They serve as a point of emphasis helping the students who choose to ignore or disobey school policies to be assigned a detention by a faculty member or administrator. Failure to serve this detention period will result in further disciplinary action.

### **WEDNESDAY AND THURSDAY SCHOOL**

Secondary students may be assigned specific dates to attend class on Wednesday or Thursday afternoon for one or two hours to complete specified learning activities frequently related to an absence from class. This additional time in school serves as a natural consequence for students who have been truant from school or need additional time to make up the classroom activities they missed for absence, inattention, or inappropriate behavior.

### **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.

### **IN-SCHOOL SUSPENSION**

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

### **SHORT TERM SUSPENSION OF STUDENTS**

A student may be suspended from school for a short-term suspension of 1 to 10 days. Students may not be on schools grounds and may not participate in school activities during the duration of their short-term suspension. However, the student will receive credit upon completion of assignments, projects, and tests which occurred during the period of suspension.

### **LONG TERM SUSPENSION OR EXPULSION OF STUDENTS**

Students may be referred to a district suspension and expulsion committee hearing for either a long-term suspension of up to 90 school days or for expulsion not exceeding 186 school 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:

1. Willful violation of any published regulation for student conduct, or
2. Conduct which distresses, impedes, or interferes with the operation of any public school, or

3. Conduct which substantially impinges upon or invades the rights of others, or
4. Conduct which has resulted in the conviction of the student of any criminal statute of the United States, or
5. 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.

**TOBACCO & NICOTINE DELIVERY DEVICES (POLICY JCDA):**

To view the policy > [click here](#).

**DRUG –FREE SCHOOLS (POLICY JDDA):**

To view the policy > [click here](#).

**BREATHALYZER USE POLICY (POLICY JDDAA):**

To view policy > [click here](#).

**WEAPONS (POLICY JCDBB):**

To view policy > [click here](#).

**ASSEMBLY AND SPEECH (POLICY JCEC)**

To view policy > [click here](#).

**GANG 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.

**CONTRIBUTING 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.

**DESTRUCTION OF SCHOOL PROPERTY**

Students who damage or destroy school property will be required to make restitution. In addition, appropriate disciplinary action will occur which may include long-term suspension or expulsion.

**BUS SAFETY REGULATIONS AND EXPECTATIONS**

Published rules and regulations pertaining to bus loading, conduct on the bus during the trip, obeying all school rules and regulations while on the bus trip or at the activity are to be followed. 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 and prescribed disciplinary actions, which may include being removed from the bus and/or suspended from school.

**HARASSMENT**

Discrimination on the basis of race, ethnicity, disability, religion, or sex in educational institutions will not be tolerated. Such behavior is inappropriate and in violation of Board Policy JCE (to view

policy > [click here](#)). All complaints of harassment will be thoroughly investigated and resolved in a prompt and equitable manner. All complaints will be confidential, and reported to the appropriate authorities. Violations of this policy will be treated as serious disciplinary infractions and may result in suspension or expulsion.

#### **INTIMIDATION OR BULLYING (POLICY JDDC)**

To view policy > [Click here](#)

#### **FRATERNITIES AND SORORITIES**

Student membership in a school fraternity or sorority is prohibited.

#### **STUDENT INITIATION AND HAZING**

There will be no initiation ceremonies, intimidation, or hazing of students associated with the selection process and participation of any student organization, activity, or team. Violators will be subject to disciplinary action up to and including expulsion from school.

#### **TRESPASSING**

The school district has a right to deny access to school facilities and grounds.

#### **DISTRIBUTION OF STUDENT NEWSPAPERS AND OTHER PUBLICATIONS**

Students may express opinions and ideas, take a stance and support causes publicly, privately, or in writing; however, the freedoms provided by the first and 14th amendments are not “absolute” and are subject to restrictions that protect social order and morality.

#### **SURVEILLANCE CAMERAS**

All schools are equipped with surveillance cameras located in specified interior and exterior areas. These cameras are monitored to provide a safe and secure school environment for students, staff, and patrons. Local police municipalities have access to the cameras in emergency situations.

## **ACCEPTABLE USE GUIDELINES**

- **Technology Security and Unauthorized Access**
- **Online Safety and Confidentiality**
- **Electronic Mail and Messaging**
- **Kansas Children's Internet Protection Act**

To view policy IIBF > [click here](#)