

Student Handbook 2018-2019



*The Mission
of Shawnee Mission East
is to guide student learning
with high academic expectations.*

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PURPOSE

This handbook provides basic information for students and parents regarding attendance requirements and discipline procedures in the Shawnee Mission School District. Student activity information is also included in this handbook. District 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 SMSD 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 who will be happy to provide clarity and/or additional information. This handbook also provides information about grades, enrollment, health requirements, transfer procedures, student assistance programs, and other school procedures.

Shawnee Mission East High School
7500 Mission Road
Prairie Village, KS 66208
Phone: (913) 993-6600 Fax: (913) 993-6899

SME ADMINISTRATION

Principal – Dr. Scott Sherman
Associate Principal – Dr. Susan Leonard (alpha A-G)
Associate Principal – Jeffrey Storey (alpha H-O)
Associate Principal – Britton Haney (alpha P-Z)

IMPORTANT PHONE NUMBERS

Attendance Hotline	993-6645
Counseling	993-6630
Custodian	993-6619
Nurse	993-6616
School	993-6600
School Resource Officer	993-6627
District Resource Officer	993-6767

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

NON-DISCRIMINATION POLICY

The Shawnee Mission Unified School District No. 512 believes in the principle and practice of equal opportunity under the law. The district and its employees shall not unlawfully discriminate against any person on the basis of race, color, religion, sex, age, disability, national origin, or other category protected by law in its programs and activities and shall provide equal access to the Boy Scouts and other designated youth groups. All policies and regulations of the board of education shall be enforced in compliance with this policy.

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 when classes are in session from 7:40-2:40 on all days but late start days on which classes are in session from 8:50-2:40. 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 will be monitored when classes are in session from 7:40-2:40 on all days but late start days on which classes are in session from 8:50-2:40. 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 losing 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 that 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	Status	Active
Section	J: Students	Adopted	November 24, 2014
Title	Student Discipline	Last Revised	June 22, 2015
Number	JCD		

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	Status	Active
Section	J: Students	Adopted	November 24, 2014
Title	Weapons	Last Revised	October 26, 2015
Number	JCDBB		

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	Number	GAAF
Section	G: Personnel (Licensed & Non-Licensed)	Status	Active
Adopted		Adopted	February 23, 2015
Title	Emergency Safety Interventions	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 effect 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.

Book: SMSD Policies
Section J: Students
Title: Dress Code

Number: JCDB
Status: Active
Adopted: November 24, 2014

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 sandwich 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 March 2016, **SMSD will no longer accept “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: 17

- 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.

ENROLLMENT

RESIDENCE REQUIREMENTS

Enrollment in SMSD schools is limited to students who reside within the district with a parent, or other person acting as a parent, under the definitions and limitations of state law and board policy JBC. Students living outside the district, but within the state of KS, must be approved for enrollment under the provisions of policy JBC. Students who live within the Shawnee Mission East attendance area will attend Shawnee Mission East unless a transfer is approved.

HEALTH REQUIREMENTS

At the time of initial enrollment in any school in this district, all students shall be required to submit, on a form provided by the district, a Health History and Emergency Permit. This health history report shall again be submitted for each student at the beginning of the fourth grade, the seventh grade, and the ninth grade. This report may be completed by either a parent/guardian. A physical examination by a physician or health department is required of all students eight years old or younger who are enrolling in a Kansas school for the first time.

FULL-TIME STATUS

1. All freshmen, sophomores and juniors are required to attend school full-time. Seniors will be expected to meet full-time equivalency requirements.
2. School shall be in session for a total of 7 periods, including lunch. There are 4 periods on block days.

WITHDRAWAL FROM COURSES

Students may withdraw from courses with parent approval after consulting with both the classroom teacher and a school counselor. If withdrawal is completed by the end of the third week of a semester, no record will appear on the transcript. Withdrawals after the third week will show the course and a notation of withdrawal on school records. Students will not receive credit. *Students may not withdraw from a course during the last three weeks of a semester.*

TRANSFERS

It is generally 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. However, under *exceptional circumstances*, a student may be permitted to transfer to a school outside of the student's attendance area. These transfers are granted on an annual basis, and the request must be submitted by the due date. The transfer may be rescinded by the district if the student is not demonstrating satisfactory behavior, attendance, or discipline, or due to unexpected changes in enrollment.

INSTRUCTION

ACADEMIC HONESTY

Students who plagiarize borrow the language, thoughts, and/or ideas of another author, directly or indirectly, and claim them as their own. The most blatant form of plagiarism is to use directly quoted material with no quotation marks and no reference to the source. Borrowed material that students paraphrase but do not document is also plagiarism. In fact, any form of cheating-crib sheets during tests, copying another student's work inside or outside of class, buying papers-is plagiarism.

Students are expected to turn in their own work on all assignments and tests. If a student makes any attempt to copy or turn in work that is not his/her own, this will be considered plagiarism and appropriate disciplinary action will result. Disciplinary action may include, but is not limited to, loss of credit for the assignment. Please note: SM East currently subscribes to the online detection service *turnitin.com*. Teachers are also encouraged to use other forms of digital detection.

GRADUATION REQUIRMENTS

A candidate for graduation from a Shawnee Mission USD 512 high school must have successfully completed a minimum of **twenty-three (23) units** of credit in grades 11-12. Beginning with the class of 2020, 23.5 unites of credit are required for graduation. A unit of credit represents the equivalent of a year's work with a passing grade in a full-time subject. A full-year course receives one unit of credit per period. A semester course receives a half unit of credit per period.

Specific area requirements are as follows:

✓ **Required Courses - 15.5 units (16.0 for 2020 graduates):**

Language Arts (4 units total) <ul style="list-style-type: none"> • English 9 (1 unit) • English 10 (1 unit) • English 11 (1 unit) • English 12 (1 unit) 	Social Studies (3 units total) <ul style="list-style-type: none"> • World Regional Studies (1 unit) • United States History (1 unit) • American Government (1/2 unit) • Social Studies Elective (1/2 unit)
Mathematics (3 units total)	Science (3 units total) <ul style="list-style-type: none"> • One unit must be a laboratory science to include 1 unit of biological science and 1 unit of physical science
Physical Education (1 unit total) <ul style="list-style-type: none"> • PE and/or Naval Science 	Health (1/2 unit total)
Fine Arts (1 unit total)	Financial Literacy (1/2 unit total) <i>new for 2020 graduates and beyond</i>

✓ **Elective Courses – 7.5 units**

✓ **TOTAL UNITS (Grade 12) - 23.0 units (23.5 units for class of 2020+)**

CLASSIFICATION OF STUDENTS

Students attain grade level classification according to the number of course units earned and the number of years completed at the high school level in grades 9-12. Students are classified after the completion of the summer school session. 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 18.50 credits.

<u>Grade Level</u>	<u>Min. Credit Earned</u>	<u>Class of 2020 and beyond</u>
Grade 9	0.00	0.0
Grade 10	5.50	5.5
Grade 11	11.00	11.5
Grade 12	16.00	16.5

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 will 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 made periodically throughout the grading period and will reflect all aspects of student classroom performance. Academic grades shall be based on the degree of achievement of instructional objectives for the level at which the student is being taught.

ACADEMIC GRADES OR MARKS

All academic grades shall be determined solely by student achievement of clearly stated instructional expectations. Grades or marks are generally defined as follows:

- A** Superior Work 90%-100%
- B** Above Average Work 80%-89%
- C** Average Work 70%-79%
- D** Below Average Work 60%-69%
- F** **Failing.** Teacher has tried various methods and resources, but the student has not progressed far enough to receive a passing grade. The student's parents or guardian have been notified and various modifications have been made prior to an "F" being given.
- E** **Excused.** Course waiver based on unusual circumstance as granted by the principal.
- I** **Incomplete.** Only those students who have had excusable absences and need additional time to complete missed work should be given an "I" grade at the grading periods.
- P** **Passing.** Credit for an academic course (with administrator's approval). This may be given for homebound course work upon mutual agreement between the teacher and student.
- Q** **Competency.** Competency Testing out of a class.
- NG** **No Grade.** Used for lab aide or any other non-credit class
- WP/F** **No Credit.** Student withdraws from a course with a passing/failing grade.

GRADE POINT AVERAGE

Grade point averages are computed regularly in grades 9-12 and are based on the final semester grade earned in each course. Grade points for all credit courses, other than honors or advanced placement courses, shall be computed as follows: **A=4 pts, B=3 pts, C=2 pts, D=1 pt, F=0 pts.**

HONOR ROLLS

For a student to be considered to be on the Honor Roll, he/she must have a grade point average of 3.0 or above and be enrolled in a minimum of 5 credit classes. The grades of A, B, C, D, F, will be used to calculate the GPA. Grades of Q, P, E or NG are not used in the GPA computation formula. ***A grade of D, F, or I will eliminate the student from 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 or NG are not used in the GPA computation formula. A grade of C, D, F, or I will eliminate the student from the Principal's Honor Roll. Students who earn all A's will have special designation by an asterisk on any information distributed to the public.

HONORS AND AP CLASSES

Weighted honor grade points are offered for Shawnee Mission high school courses that are designated honors (H) or advanced placement (AP). Grade points for the honors and advanced placement courses are computed as follows: A = 5 points, B = 4 points, C = 2 points, D = 1 point, F = 0 points.

Additional grade points are awarded to encourage highly capable students to take courses commensurate with their abilities and to recognize the more sophisticated nature of advanced courses.

EXAMINATIONS

Comprehensive semester examinations will be given in all high school courses on days designated by the associate superintendent for secondary education. At least part of all semester examinations will be written tests. Each student's examination grade will represent a portion (but not more than 20%) of the semester grade. The examination grade will be recorded on the report card. Semester examinations will not be given in advance of the dates scheduled. If a student is absent on the days designated for semester examinations, the course grade will be "I" (Incomplete). **It is the student's responsibility to reschedule any missed examinations.** If the examination is not rescheduled within *two weeks* of the designated time, the student's grade will be computed as though he or she received a zero on the semester examination.

PARENT-SCHOOL COMMUNICATION

Whenever parents have a question regarding their student's academic progress, it is suggested that they first contact the appropriate teacher. If additional communication is desired, the suggested order of inquiry would be the counselor, associate principal, and then the principal.

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.

NATIONAL HONOR SOCIETY

For well over half a century, National Honor Society has worked to bring the achievements of outstanding high school students to the attention of their classmates, their parents, their communities, and the colleges they plan to attend. Chapters in more than 20,000 secondary schools continue to strive to give practical meaning to the Society's dedication to scholarship, service, leadership, and character.

The responsibility for most of the chapter operation is vested in elected chapter officers, designated in the National Honor Society Constitution as president, vice-president, secretary and treasurer.

Selection for membership as a junior or senior is based on four ideals—scholarship, service, leadership, and character. It should be understood that equal consideration must be given to each of these four areas in the selection process. To be eligible, junior and senior students must have a cumulative grade point average of 3.60. Students must also be actively involved in at least one school organization and donate time to community service. In addition, the student must be highly ranked in the following areas by eleven teachers/sponsors the student has had during the time of their enrollment at Shawnee Mission East.

Character

1. Takes criticism willingly and accepts recommendations graciously.
2. Demonstrates highest standards of honesty and reliability.
3. Shows courtesy, concern, and respect for others.
4. Observes instructions and rules, punctuality, and faithfulness in obligations both inside and outside the classroom.
5. Have high levels of concentration and judgment as shown by perseverance and application to studies.
6. Manifests truthfulness in acknowledging obedience of rules.

Service

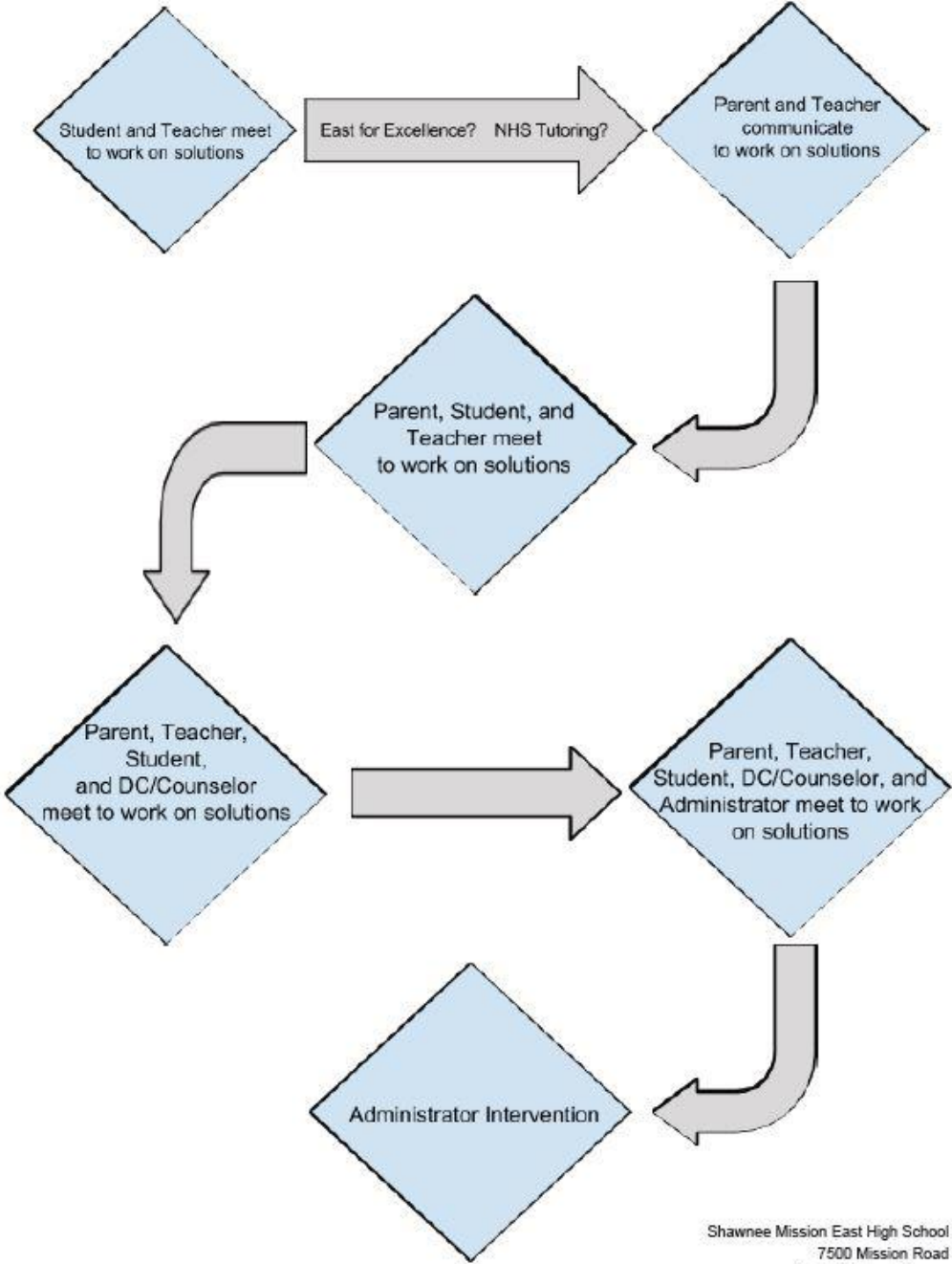
1. Displays willingness to uphold scholarship and maintains a loyal attitude toward the organization.
2. Volunteers dependable and well-organized assistance.
3. Works well with others and willingly undertakes difficult responsibilities.
4. Shows willingness to represent class, organization, or school at any time.

5. Courteously assists visitors, teachers and students.

Leadership

1. Demonstrates leadership in promoting school activities.
2. Is able to delegate responsibilities.
3. Demonstrates academic initiative.
4. Exercises influence on peers and inspires positive behavior in others.
5. Successfully holds positions of responsibility and conducts business efficiently.
6. Is thoroughly dependable in any responsibility he accepts.

SME Student Assistance Flowchart



Shawnee Mission East High School
7500 Mission Road
Prairie Village, Kansas

CONSIDERATIONS FOR COLLEGE

World Language is not required for graduation, or for admission to a Kansas Board of Regents university; however, many colleges and universities require or recommend it for admission. Those students anticipating enrollment in highly selective private or public colleges or universities should investigate the specific requirements of those colleges or universities and make appropriate course and activity selections.

AP, IB, and HONORS GRADE POINT COURSES

Taking challenging classes in high school is a great way to build new skills. Challenging courses take students to a deeper level of study in high school and help prepare students for the level of work required in college.

Honors and Advanced Placement courses are offered for students who have a strong interest in course content, a desire for greater rigor, and the motivation and commitment to accept the challenge of an advanced course. Honors classes cover similar material as regular classes but at a faster pace and at a deeper level than regular classes. The College Board's Advanced Placement (AP) courses offer college-level classes that help students develop and apply skills such as reading critically, solving problems analytically, and writing clearly.

International Baccalaureate is a program that develops the intellectual, personal, emotional and social skills needed to live, learn and work in a rapidly globalizing world. The IB Program of Study is available to students in grades 11 and 12.

Honor grade points are only offered for Shawnee Mission high school courses or for transfer courses that meet the validation criteria. Grade points for certain advanced courses, which are designated with an (H) or (AP), shall be computed as follows:

A = 5 points, B = 4 points, C = 2 points, D = 1 point, F = 0 points

SELECTIVE COLLEGE PROGRAMS

Those students anticipating enrollment in highly selective colleges or universities should investigate the specific requirements of those colleges or universities and make appropriate course and activity selections.

COLLEGE BOARD

The College Board (the governing board for AP courses, SAT, and PSAT) recommends that college-bound students take five solid academic courses a semester, including a study of the arts. This study could include visual arts, drama, dance, or music. Many colleges require or recommend one or two semesters in the arts.

KANSAS BOARD OF REGENTS

Qualified Admissions Requirements

Five of the six state universities in Kansas, including Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, and Wichita State University, use the standards below to review applicants for undergraduate admission. The University of Kansas has different admission standards from those listed below, visit [KU Admissions](#) for more information. Standards are set by the Kansas Board of Regents.

A Kansas resident who will graduate from an accredited high school can guarantee admission to five of the state's universities by completing the **Qualified Admissions** or Kansas Scholars curriculum with a 2.0 GPA **AND** by meeting **one** of the following requirements:

- ACT score of at least 21; **OR**
- SAT score of at least 980; **OR**
- Graduate in the top 1/3rd of your class.

The **Qualified Admissions** curriculum is the same as SMSD graduation requirements except for the following requirements in math and science:

- **Math:** Must complete either:
 - Option A - 3 approved units **and** meet the ACT college readiness math benchmark of 22.
 - Option B - 4 approved units, one of which must be taken in the graduating year
- **Science:** Of the three units of science, one unit must be either Chemistry or Physics. (The SMSD course *Physical Science* does **not** meet this requirement.)

If you enroll in college courses while you are in high school, it is also required that you achieve a 2.0 GPA or higher in those courses.

World Language is not required for graduation, or for admission to a Kansas Board of Regents university; however, many colleges and universities require or recommend it for admission.

Go to the Kansas Board of Regents Qualified Admissions [web site](#) for more detailed requirements.

KANSAS SCHOLARS CURRICULUM and Eligibility for Kansas State Scholarship

State scholarship applicants will be designated as a State Scholar during their senior year of high school.

To be designated, a student must have taken the ACT by the end of December of senior year and complete the Kansas Scholars curriculum which includes:

1. 4 years of English
2. 4 years of math (Algebra 1, Geometry, Algebra 2, and 1 unit of advanced math)
3. 3 years of science (biology, chemistry, and physics)
4. 3 years of social studies
5. 2 years of world language

Designation is based on an index combining the ACT composite score and GPA. Applicants must complete the FAFSA. Awards are based on financial need. See: http://www.kansasregents.org/students/student_financial_aid/kansas_scholars_curriculum for more information.

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.

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.
- 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 is in attendance for 7 hours daily, from 7:40-2:40. 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.

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 losing 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 that 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.

(adopted July 2016)

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 to schedule make-up tests, etc. 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. Students are expected to fulfill long-term assignments as originally scheduled.

UNEXCUSED ABSENCES


Students will not receive credit for work missed due to an unexcused absence.

TRUANCY

With certain limited exceptions, every child who has reached the age of 7 years and is under the age of 18 years is required by law to attend school. Students who are absent from school without a valid excuse for all or a significant part of the day (four or more class periods) for 3-consecutive days, or 5 or more days in any one semester, or 7 days in a school year, are truant. All cases of truancy are required by Kansas law to be reported to the appropriate statutory authorities. Kansas law 72-1113 allows police officers to take a student found off school grounds during the school day into custody and directs the officer to deliver the student to the school, Students between the ages of 16 and 18 may be exempted from the compulsory attendance law after a parent/administrator conference has been held and written parental permission has been filed.

ATTENDANCE PROCEDURES

Parents should contact the school in the morning to report the absence of a student. A 24-hour Attendance Hotline (993-6645) is available for evening calls as well. We request that parent/guardian(s) make contact with the Attendance Center within 48 hours so that the student's absence may be coded correctly.

 If the parent/guardian does not call and the Attendance Center is unable to reach the parent/guardian by phone, the student should bring a note to the Attendance Center upon returning to school. This note must indicate the date(s) the student was absent and the reason. The note must be signed by the parent/guardian. Students will remain unexcused and have NO make-up privileges unless the school has had telephone contact with or a note from the parent/guardian within 48 hours of the student's return to school.

LEAVING CAMPUS DURING THE DAY

A phone call or written request from the parent/guardian for a student to leave campus during the school day will be honored if the call or note is presented to the attendance center before the student misses a class or leaves campus. Failure to comply with established procedures will result in an unexcused absence and appropriate disciplinary action.

Students are not permitted to leave campus during the day unless they receive permission from and check out through the Attendance Center. Students who need to check out for appointments should use the following procedures:

- Bring a written note from a parent/guardian to the Attendance Center BEFORE school on the day of the appointment. A *Permit to Leave* will be issued.
- In an emergency, students must come to the Attendance Center to make arrangements to leave.
- Students who are ill are required to see the nurse before checking out.
- Once students arrive at school, they are not allowed to leave without parental permission (permission must be verified by the Attendance Center). **A student who leaves campus without checking out is UNEXCUSED, regardless of the reason for the absence.**
- When the student returns to school during the school day, the student must check in with the Attendance Center before returning to class.

PREARRANGED ABSENCES/EXTENDED LEAVE

Students who know in advance that they will be absent for one or more days are required to pick up the appropriate approval form from the Attendance Center one week prior to absence.

TARDINESS

A student is tardy when he or she enters the classroom without written permission after the appointed time for the class to begin. After the first 10 minutes of any class, the tardy becomes an unexcused absence and will require the student to check in with the Attendance Center. Excessive tardiness will be subject to appropriate disciplinary measures: (Policy is based on one semester)

Tardy 1	Warning
Tardy 2	Teacher Discretion
Tardy 3 & 4	Teacher detention and call home
Tardy 5+	Referral to Administration

EARLY DISMISSALS

On those days, SME will follow a 2nd, 4th, and 6th period day with school dismissed at 1:10 p.m., and seminar is eliminated.

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.

SCHOOL CLOSING DUE TO WEATHER

Whenever the district believes it is unsafe for students and employees to endure excessive weather conditions, affected schools will be closed. Published procedures regarding notification of school closings will be followed. A parent or guardian who believes conditions to be unsafe may take their student out of school by following established sign-out procedures.

OFF-CAMPUS PASS

All students leaving the building during instructional time must carry a temporary or permanent off-campus pass or have it printed on their ID cards. (Students are NOT allowed in the parking lots between 7:40 a.m. and 2:40 p.m. without administrative approval). Students must show passes when asked by a staff member.

FINAL EXAMINATIONS AND ATTENDANCE

All classes are required to have a comprehensive final exam. To ensure scholastic consistency and the integrity of the process, students must take all finals as scheduled. Students may not take finals prior to the published testing window. Any student missing school on a day of final examinations must notify the attendance office in advance. A prearranged absence form will be submitted and arrangements for taking finals will be made AFTER the student returns.

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.

AFTER-SCHOOL PROCEDURES

Those students who stay after school for athletics/activities or who work with a teacher may remain on campus for the duration of the after-school activity. All others must depart campus by 3pm (1:30 on days of early dismissal). Once the supervised activity has concluded, students must leave school grounds. Students may only remain on campus after school when supervised by school personnel.

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
- Gambling
- Disrespect
- Cheating
- Use or possession of tobacco/drugs/alcohol
- Truant from class or campus
- Damage/destruction to school property
- Disruptive conduct
- Sexual harassment
- Technology violation
- Hazing
- Possession or use of weapons/chemical repellents
- Other actions which threaten the safety or security of students/staff

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.

FRIDAY SCHOOL

Secondary students may be assigned specific dates to attend after school on Friday. This additional time after school in the school setting 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. Friday School is 3:00-5:00pm.

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 SME in any school activity during the period of the in-school suspension. Failure to meet ISS expectations will lead to further disciplinary actions.

SHORT-TERM SUSPENSION OF STUDENTS

A student may be suspended from school for a short-term suspension of one to ten days. Students may not be on school 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
2. Conduct which distresses, impedes, or interferes with the operation of any public school
3. Conduct which substantially impinges upon or invades the rights of others
4. Conduct which has resulted in the conviction of the student of any criminal statute of the United States
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, interference with the operation of any public school or substantial and material impingement upon invasion of the rights of others.

TOBACCO & ELECTRONIC CIGARETTE USE BY STUDENTS (POLICY ADC & JDCAA)

Students are prohibited from possessing and/or using tobacco products, electronic cigarettes or similar look-alike devices on school property. "School property" includes all buildings, athletic fields, facilities, and parking lots. Possession of tobacco products, electronic cigarettes or similar look-alike devices in lockers or personal belongings including, but not limited to, backpacks or purses, is prohibited under this policy. Students who are observed sitting in a car using tobacco products, electronic cigarettes or similar look-alike devices after arriving or before leaving the campus or at any period of the school day shall be deemed to be in violation of this policy. Violators may be suspended for a period not to exceed 5 days.

DRUG AND ALCOHOL USE BY STUDENTS (POLICY JDDA)

The possession, use, transfer or sale of restricted substances on school property or at school activities, either in-district or out-of-district, is expressly prohibited 7 days a week, 24 hours a day. Students violating this policy will be suspended or expelled from school.

BREATHALYZER USE POLICY (POLICY JDDAA)

Students who have consumed alcohol or are in possession of alcohol pose a direct safety risk to themselves, staff, other students, and the community-at-large. The purpose of this policy is to authorize the use of a breathalyzer when probable cause exists.

In order to ensure a safe environment for all students, staff and the community-at-large, the board authorizes trained Shawnee Mission School District police officers to administer breathalyzer tests to students while on school property or at school-sponsored events. The Shawnee Mission School District police officer giving such tests shall be trained to effectively and accurately administer the breathalyzer test. The following shall apply:

1. Probable cause may be satisfied by conduct including, but not limited to, physical impairment, unusual behavior, blood shot eyes, odor of alcoholic beverages or on the basis of any other behavior or information that provides probable cause that the student has consumed alcohol or is in possession of alcohol.
2. In the event the Shawnee Mission School District police officer administers a breathalyzer test, a report shall be prepared indicating the outcome of the test and submitted to school administration.
3. A positive reading is defined by any indication of alcohol consumption and, when taken into consideration with all other relevant information, shall be sufficient to substantiate a violation of district policies.
4. Any student who refuses to take a breathalyzer test after probable cause has been established and the student has been advised of the consequences of such a refusal shall be disciplined in accordance with The Drug and Alcohol Use by Students Policy JICH. Parents will be contacted to pick up their student.

PRESCRIPTION/OVER-THE-COUNTER DRUGS (POLICY JGFGB)

The possession of prescription drugs, over-the-counter medications, or other products which could be harmful if used improperly is prohibited. In cases where it is necessary for the student to take prescription/over-the-counter medications during the school day, the medications must be dispensed from the nurse's office with the exception of asthma, anaphylaxis prevention medications, and diabetes management and treatment.

DANGEROUS WEAPONS POLICY (POLICY JCDBB)

No student or visitor to any Shawnee Mission School District campus, property, on the bus or in any vehicle used to transport students for district purposes, or at any school sponsored activity 7 days a week, 24 hours a day as defined under K.S.A. 72-89a01(h), may possess, transport, display, offer for sale, barter, use, threaten to use, or exchange any chemical repellent, gun, bomb, knife, or other dangerous weapon, or any object that might have a reasonable "look-alike" resemblance to a dangerous weapon.

In the event that a student of the district, or a visitor, is found to be in violation of this policy, the school administration shall notify the police. In addition, students of the district shall be suspended and referred to the Suspension and Expulsion Committee with a recommendation of long-term suspension or expulsion up to 186 school days.

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.

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.

TRESPASSING

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

ELECTRONIC DEVICES



SHAWNEE MISSION EAST ELECTRONIC DEVICE POLICY 2014-2015

Shawnee Mission East High School encourages the use of instructional technology as one way of enhancing our mission: to guide student learning with high academic expectations. 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 personal 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.*

Inappropriate use of electronic devices can impinge on the learning and academic growth of students and their classmates. As such, electronic devices should be used in a manner that does not infringe upon the learning environment. Inappropriate use of an electronic device by a student, as determined by the classroom teacher, will result in the following consequences:

- 1st violation – warning
- 2nd violation – teacher discretion
- 3rd violation – teacher discretion
- 4th violation – office referral

**BE SAFE
BE RESPECTFUL
BE RESPONSIBLE**

HARASSMENT (POLICIES JGEC & JGECA)

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 JBA. 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)

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, electronic, or physical act or threat which is severe, persistent, and pervasive enough that it may be expected to:

- harm a student or damage the student’s property
- create fear of harm to student or fear of damage to student’s property
- interfere with a student’s education or participation in a school-sponsored activity or event
- create an intimidating or threatening educational environment

“Cyber bullying” is defined as bullying by use of any electronic communication device by means including, but not limited to, e-mail, instant message, text message, blog, cell phone, pager, online games or websites.

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 the 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 others impacted by the violation. False reports or retaliation for intimidation or bullying also constitutes violations of this policy.

CHILD ABUSE (POLICY GAAD)

All Kansas laws related to the interviewing of students in alleged child abuse situations shall be observed. Employees are required by law to report all suspected cases of child abuse to the proper authorities. Personnel from the Division of Family Services and police officers are allowed to interview a student without prior parental or guardian contact and/or approval.

BUS SAFTY REGULATIONS AND EXPECTATIONS (POLICY JGFF)

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.

Shawnee Mission East High School Parking Rules and Regulations

Year-Long Parking permits are sold to juniors or seniors. Students without permits may park in the Prairie Village Pool lot, Harmon Park, and/or on Delmar Street. All Prairie Village City laws apply.

Only authorized vehicles will be permitted in the parking lots of Shawnee Mission East High School. All authorized vehicles must have a properly displayed parking permit affixed to the *INSIDE rear window on the lower left (driver's side) corner*. SME Administration reserves the right to refuse or revoke any student parking permit.

Rules and Regulations:

1. All parking lots are considered Shawnee Mission School District property; all actions, conduct and behavior is governed by Shawnee Mission School District discipline procedures **365 days a year, 24 hours a day, 7 days per week**.
2. Students driving vehicles that are parked on school property shall be parked in designated student parking areas in the 75th St. and Mission Rd. parking lots.
3. Vehicles parked in established fire lanes, faculty spaces, reserved spaces, handicapped, NO parking zones, double parked, medians, or parked in a manner interfering with the flow of traffic, will be issued a citation. Egregious violations may result in the vehicle being towed at the owner's expense.
4. Authorized vehicles shall be driven in a safe, prudent manner and observe a speed limit of 15 mph on all school property. Unsafe driving can include, but is not limited to: speeding, reckless driving, driving the wrong way, driving over medians, grass, and exhibition of speed. Egregious violations may result in revocation of SME parking privileges.
5. All traffic signs shall be obeyed.
6. Students who park in staff parking or another student's spot will be issued a citation.
7. All permits are to be affixed to the *INSIDE rear window on the lower left (driver's side) corner*.

Parking Violation Consequences:

1st Offense \$25.00 Fine

2nd Offense \$50.00 Fine

3rd Offense \$50.00 Fine **Call to parents/guardian regarding parking issues.**

4th Offense \$50.00 Fine **Parking privilege revoked for 6 weeks.**

5th Offense \$50.00 Fine **Parking privilege revoked for entire school year.**

Vehicles can be towed for egregious or repeated violations.

Resolution of Parking Citation

- 1) Parking Citations are issued by SRO/DRO's and/or District/Building Administration.
- 2) Students are required to pay the designated fine to SME bookkeeper (located in the Main Office) by the appeal date listed on the citation.
- 3) Students may appeal their citation to the Student Court on the date/time listed on the citation.
- 4) Unpaid parking fines could result in being referred to a collection agency.

Space is limited. SME will sell year-long parking permits to junior and senior students with the understanding that purchasing a permit does not guarantee the availability of a parking space. SM East will do its best to ensure that the student's parking space is available during each school day.

CAMPUS POLICE: SRO and DRO

One District Resource Officer (DRO) is assigned to Shawnee Mission East High School. He assists in maintaining a safe learning environment for staff and students. In addition, he enforces all student and staff parking rules and regulations. The Prairie Village Police Department will provide a detective to serve as our School Resource Officer (SRO). The SME SRO will help maintain a safe learning environment and is also available to teach law-related topics to classrooms. This officer also oversees the student appeals court.

Anyone who wishes to report a crime, on or off campus, or wishes to speak to one of the officers about a particular problem or concern, can call the SME SRO (993-6627) or the DRO (993-6767).

INTERVIEW OF STUDENTS

Interview of Students by SRO or DRO: School resource and Shawnee Mission School District police officers, as members of the school staff, work closely with teachers, administrators, students and parents. School resource and Shawnee Mission School District police officers may interview students at the school about routine police matters or investigations. The administration or officer will contact the parent as soon as an action to be taken has been determined.

SURVEILLANCE CAMERAS

All schools are equipped with surveillance cameras located in specified interior and exterior areas of the building. 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.

STUDENT AFFAIRS

AFTER-SCHOOL ACTIVITIES AND PARTICIPATION

In order to participate in any after school activities, a student must attend a full day of school (i.e. all classes) on the day of the activity.

CAFETERIA EXPECTATIONS AND REGULATIONS

1. Breakfast is available before school and during .
2. Lunch is served in the cafeteria.
3. Cafeteria food can only be purchased using a student ID number or cash. Money can be placed into a student's account for food purchases and then accessed with their ID. Students typing their ID numbers onto the keypad and cashier verifying the photo of the student *dramatically* slow down the cafeteria line. Please use your photo ID when possible.
4. Orderly, responsible, and self-controlled behavior is expected.
5. Clean up your own debris: if you bring it to the table, you dispose of it!

Violations of the above mentioned cafeteria expectations may result in the following:

1. One-week clean-up period at the end of the lunch period.
2. Conference with an administrator and an appropriate disciplinary consequence.

LUNCH PROCEDURE

Students may not leave campus during their lunch period with the exception of **12th grade students who have been approved through established administrative procedures**. Seniors whose parents have approved and signed an open-lunch application may leave campus during their lunch period. **Students must have their ID cards with them to leave campus**. They must show their ID card when asked by a staff member.

Students who do not have their ID must remain in the building for lunch.

Food may not be delivered from outside vendors to the building.

CAFETERIA THEFT

Students should be advised that stealing articles from the serving area will NOT be tolerated at any time. Students who steal or attempt to steal from the cafeteria may receive the following administrative actions:

- Parent Conference
- Restitution
- Friday School
- Removal from Cafeteria
- Suspension
- Arrest

DISTRIBUTION OF STUDENT PUBLICATIONS

To insure the rights and privacy of all SME students, **distribution of student newspapers and other publications must be approved by the building administration**. 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.

STUDENT DRESS AND PERSONAL APPEARANCE

The general atmosphere of a school must be conducive to learning. Generally, attire at school should be considered “learning outfits” which are different from those that might be considered more suitable for evening wear or an exercise class. 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. Outdoor clothing such as headgear, sunglasses, gloves, coats, etc., is to be removed upon entering the building and stored in lockers or other school designated areas.

Clothing that may be considered a disruption includes, but is not limited to: blankets.

HATS/HOODIES/BANDANAS/COATS AND OUTDOOR WEAR

Hats, hoodies, and bandanas are not to be worn or seen in the building during the school day. Hats should be left in cars, lockers, or backpacks. Items confiscated by a staff member may be kept in the office until the end of the school year. If any of the above items are confiscated by a staff member, they will be kept until a parent picks the item up from the office.

CHAINS

To insure the safety of all students, chains are not to be worn. Chains will be confiscated and violators are subject to disciplinary actions.

SKATEBOARDS

Skateboards are not allowed on the SM East campus. Skateboards are not to be brought into the building or student lockers. In addition, skateboarding on the SME grounds is prohibited.

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 in written format. These requirements are available in the school office. Violation of the requirements may result in disciplinary action, as well as being suspended from competition or removed from the team or activity.

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 and contacting the national NCAA office may be obtained in the school office. If you have questions, contact your school counselor.

FOOD AND DRINK

Building cleanliness is a significant concern at SME. For this reason, food or drinks should not be taken outside the cafeteria. Students may have water bottles (containing water only) in hallways and classrooms.

FRATERNITIES AND SORORITIES

Student membership in a school fraternity or sorority is prohibited.

ID CARDS

Every student at SME is required to carry a school ID card. Seniors with open lunch privileges and students who are off campus during different times are required to show their IDs on request.

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. These are seen as types of harassment and are in violation of school board policy. Violators will be subject to disciplinary action up to and including expulsion from school.

ANTI-HAZING POLICY

The Shawnee Mission School District prohibits recognized groups, organizations, athletic teams or those that attend events or activities sponsored, organized, or supported in any way by those organizations, from hazing members, prospective members, or other persons seeking to obtain benefits or services from any of these organizations.

Hazing is any action or activity, with or without consent from a person, whether conducted on or off Shawnee Mission School District property, which is designated to or has the reasonable foreseeable effect of humiliation, denigration, offending, physically or mentally abusing or exposing to danger a person, as a condition, directly or indirectly, of the person's consideration for, continuation in, admission to, membership in, participation in activities of, receipt of benefits or services from, an organization or group.

Violations of this policy should be referred to the building administration for further action.

KANSAS SCHOOL SAFETY HOTLINE

A statewide hotline is available 24 hours a day, 365 days a year to give students, parents, and community members the opportunity to anonymously report any impending school violence to the Kansas Highway Patrol. Information received on this hotline will immediately be shared with local law enforcement and school officials. The toll free number is 1-877-626-8203.

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.

NURSE

The nurse's office is located next to the student services/counseling offices on the 4th floor. Students must obtain a pass from a teacher prior to coming to the nurse; however, in cases of emergency, report directly to the nurse. Parental consent is required before students may be released to go home. If a student becomes ill while at school, he/she must come to the nurse's office and a parent contacted before he/she can leave the building. If a student leaves without checking out through the nurse, the absence will be considered unexcused.

SEMINAR & ADVISORY

The goal of Seminar & Advisory at SME is to provide academic support to students and curricular programs. To this end, students will have the opportunity to make up work, get tutoring, and access the media center and other technology labs during seminars. In addition, other events (assemblies, testing, programs) will be scheduled during seminar to preserve class time.

1. Attendance is mandatory. Students are expected to bring materials and utilize 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 before returning to the assigned seminar.
4. Students must sign out of their assigned seminar class and sign in to the classroom.
5. There is no travel during advisory.

Consequences (for misuse of passing privileges)

1st offense Loss of seminar privilege for the next two seminars

2nd offense Loss of seminar privilege for the next four seminars

3rd offense Office referral and loss of seminar privilege for the remainder of the semester.

Students will receive a grade of pass or fail for Seminar & Advisory. This grade will not be factored into the student's cumulative grade point average. Teachers will keep track of student's daily performance. Students will receive a failing grade for the quarter if they receive four or more daily failing grades. See Seminar Expectations for performance criteria.

<i>Expectations for Students</i>	<i>Expectations for Teachers</i>
<ol style="list-style-type: none">1. Contribute to a quiet learning environment.2. Bring something to work on: books, homework, or a pass to another class.3. No sleeping.4. Follow appropriate technology guidelines.5. Music may be allowed at the teacher's discretion. Students may not share headphones, and the music should not be heard by others. This privilege can be revoked at any time.	<ol style="list-style-type: none">1. Provide a quiet learning environment.2. Be available for students to get help.3. Keep track of students' daily performance. Assign a negative grade for any day where a student has failed to meet the student expectations.4. Monitor grades of failing students, as needed.5. Follow the procedures for passes and signing in and out of rooms.

Students who leave campus during seminar will receive disciplinary consequences.

TESTING INFORMATION, School code: 172 473

- Registration materials for ACT, SAT and SAT Subject Tests, and AP Exams are available in the Counseling Office.

VISITORS

All are required to sign in at the main office. Visitors should park in visitor parking, which is located outside the library entrances as well as in the front circle drive. It is illegal for anyone (student, staff, or visitor) to park in fire lanes at any time – 7 days a week, 24 hours a day.

All students visiting SME must obtain a visitor's permit from the receptionist a DAY IN ADVANCE. In the rare instance that a student wishes to bring a visitor to school, one must obtain ADMINISTRATIVE PRE-APPROVAL. An East student must accompany all visitors at all times. A student visitor may visit ONE day only. No visitors may attend the day before or after a vacation or during final exams.

VISITORS/OBSERVERS GUIDELINES

We strongly believe that education is a collaborative venture between parents/guardians and school personnel. At times parents/guardians 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, 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

- Request a visit/observation and state your purpose for the request.
- Arrange a mutually agreed upon date and time through the building principal.
- Visits/observations are limited to not more than 30-60 minutes per visit to avoid disruption or distractions in the classroom.
- 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 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.
- 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.
- 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.

DIGITAL LEARNING INITIATIVE

The Shawnee Mission Board of Education has unanimously approved recommendations related to technology that will have an exciting impact on students and classrooms districtwide. The board has approved a recommendation that has placed a technological device in the hand of each child in Shawnee Mission.

The plan puts more resources in the classroom and opens up far more options for students to learn. Teachers continue to lead instruction; however, the district has updated and changed the tools available. Students and teachers actively learn together. This technology offers tremendous opportunity to personalize learning for students and encourage collaboration with a project-based focus.

Please review the Acceptable Use and Responsible User Policies found on this link as well as various other information topics regarding the Digital Learning Initiative.

MONITORING

The school district reserves the right to monitor, without prior notice, any and all usage of the computer Network and Internet access, including, but not by way of limitation, e-mail transmissions and receptions. Any information gathered during monitoring may be copied, reviewed, and stored. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding his/her use of the computer Network or the Internet.

INTERNET SAFETY

In compliance with the Children's Internet Protection Act (CIPA), the school district will implement filtering and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software. Any student who connects to such a site must immediately disconnect from the site and notify a teacher. An employee who accidentally connects to such a site must immediately disconnect from the site and notify a supervisor. If a user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. The school district administration reserves the right to prohibit access to any Network or Internet it deems inappropriate or harmful.

PENALTIES FOR IMPROPER USE

Access to the Network and Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the access. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension, expulsion or dismissal from employment from the school district, or criminal prosecution by government authorities. The school district has the right to make the determination of what constitutes inappropriate use and use as an educational tool.

ATHLETICS/ACTIVITIES

ACTIVITY PROGRAMS

- [District Activity Handbooks](#) are available that list most clubs, teams, and organizations in many Shawnee Mission Schools.

STUDENT COUNCIL

StuCo is the governing body of Shawnee Mission East. StuCo works closely with the administration to represent the student body. The Executive Board is elected in the spring and meets daily; class officers are also elected in the spring by members of each class, and freshmen officers and all class representatives are elected in the fall. Student Council sponsors dances, tailgates, a film festival, a student band competition and several major charity events each year. Faculty Sponsors are Brenda Fishman and Hannah Pence.

A copy of the Student Council Constitution is available online or in the STUCO room.

Executive Board

President – Jet Semrick

CLASS OFFICERS

Class officers plan and organize activities for the individual classes. All class officers are elected in the spring. Elections for committee and class representatives are early in the fall.

Class officers for 2018-19 (*sponsors)

Senior Class officers:

President – Dane Erickson
Vice President - Will Thomas
Secretary – Annabelle Cook
Treasurer – Olivia Caponecchi
*Class Sponsor: Monique Goodeyon

Sophomore Class officers:

President – Kennedy Kaufman
Vice President – Sophie Rice
Secretary – Maisie Sheets
Treasurer – Wyatt Backer
*Class Sponsor: Andrea Franklin

Junior Class officers:

President – Emory Apodaca
Vice President – Caroline Chisholm
Secretary – Ian Gould
Treasurer – Walter Honnold
*Class Sponsor: Jennifer Hair

Freshman Class Officers:

President – Sydney Beck
Vice President – Tate Nicholson
Secretary – Reid Nicholson
Treasurer – Ibrahim Sufi
*Class Sponsor: Laure Losey

ATHLETIC PROGRAMS

Fall Sports	Winter Sports	Spring Sports
Cross Country – Tricia Beaham	Basketball, Boys- Shawn Hair	Baseball- Will Gorden
Soccer, Boys- Jamie Kelly	Basketball, Girls- Lauren Lawrence	Golf, Boys- Evan Scobie
Volleyball- Nicole Dalton	Swim, Boys- Wiley Wright	Tennis, Boys- Andy Gibbs
Gymnastics- Brandi Waruch	Wrestling- Chip Ufford	Track - Emily Fossoh
Tennis, Girls- Andy Gibbs	Bowling - Fred Elliot	Swim, Girls- Ian Hutchison
Football- Fred Bouchard		Softball- Chip Ufford
Golf, Girls- Dave Hanson		Soccer, Girls- Jamie Kelly

ACADEMIC ACCOLADES

- **National Honor Society** is for juniors and seniors with a 3.6+ GPA who have demonstrated themselves in the areas of scholarship, character, and service. By invitation only.
- **National Art Honor Society** promotes scholarship, creative talent, service and responsibility. Open to juniors and seniors enrolled in art with a 3.2+ GPA in art courses.
- **National French Honor Society** is open to students currently enrolled in French who meet set academic requirements.
- **National Spanish Honor Society** is open to students currently enrolled in Spanish who meet set academic requirements.

LITERARY OPPORTUNITIES

- **Harbinger** is the weekly school newspaper. To work on the staff or be selected as an editor, students must enroll in the Journalism course. Contact teacher Dow Tate for more information.
- **Hauber** is the name of the yearbook. Selection to the yearbook staff is by application in the winter. Contact teacher Dow Tate for more information.
- **Free Lancer** is the student literary magazine. . Short stories, poetry, photographs, and artwork may be submitted. Contact teacher Amy Andersen for more information.

MUSIC GROUPS (*denotes audition group)

- Blue Knights Jazz Band*– Alex Toepfer
- Blue Notes Jazz Band *- Alex Toepfer
- Chamber Singers* - Ken Foley
- Choraliers*- Ken Foley
- Concert Band - Alex Toepfer
- Concert Choir - Ken Foley
- Concert Orchestra – Adam Keda
- Marching Band - Alex Toepfer
- Men’s choir - Ken Foley
- Pep Band – Alex Toepfer
- Symphonic Band - Alex Toepfer
- Symphonic Orchestra - Adam Keda
- Women’s Choir - Ken Foley

SCHOOL SPIRIT

- **Cheerleaders** are selected in early spring through try-outs.
Contact Holly Schoonover or Mallory Gaunce for more information.
- **Drill/Dance** team members are selected early spring through tryouts. The team performs at athletic and other special events.
Contact Alexis Close for more information.

CLUBS

Clubs at SME are optional and open to all students. See club names, sponsors, locations, and times below:

Club	Sponsor	Location	Time
Animal Rights Club	Rebecca Schauwecker	Rm. 305	M, 2:45
Art Club	Adam Finkelston	Rm. 204	W (1 st /3 rd), 2:45
Bollywood Dance Club	Melanie Miller	Dance Rm	W, 2:45
Categories	Nate Southwick	Rm. 405	W, 2:45
Chinese Club	Hau-In Lau	Rm. 201	Th (1 st), 2:45
Coalition	David Muhammad	Rm. 309	Th, 2:45
Doctor Who/Sci-Fi Club	Stephen Laird	Rm. 306	Th, 2:45
Environmental Science Club	Rusty DeBey	Rm. 302	As announced
Family Career & Community Leaders of America	Samantha Abel	Rm. 227	As announced
Fellowship of Christian Athletes	Jennifer Hair	Aux. Gym	Th, 7:00am
Feminist Club	Steve Klein	Rm. 317	M (alt.), 2:45
French Club	Laure Losey & Gina Halksworth	Rm. 511	Th (1 st), 2:45
French Honor Society	Laure Losey	Rm. 501	Th (3 rd), 2:45
Game Club	Nate Southwick	Rm. 405	Th, 2:45
Gay-Straight Alliance	Melinda DiGirolamo	Rm. 524	W, 2:45
Happy Club!	Ken Foley	Aux. Gym	Th (alt.), 7:15am
International Club	Brenda Fishman	Library	T (1 st), 2:45
Jewish Student Union	Brenda Fishman	Rm. 307	T, 2:45
Knee Hockey Club	Jennifer Holder	Rm. 512	As announced
Latin Club	Athanasia Worley	Rm. 505	T (4 th), 2:45
Literary Magazine (FreeLancer) Club	Amy Andersen	Rm. 522	Th, 2:45
Math Club	Chris Burrows	Rm. 418	"Weekly", 7:15am
Model UN Club	Steve Klein	Rm. 317	Th, 2:45
National Honor Society	Melinda DiGirolamo	Rm. 524	As announced
Pep Club	Jodie Schnakenberg	Rm. 205	T, 7:15
Ping Pong Club	Jerrod Bardwell	Rm. 404	M, 2:45
Photo Club	Adam Finkelston	Rm. 204	W (2 nd /4 th), 2:45

Robotics Club	Vincent Miller & Brian Gay	Rm. 105	M, 2:45
SHARE Club	Krissie Wiggins	Rm. 463	As announced
Soap Club	Sue Hallstrom	Rm. 402	As announced
Spanish Club	Kristina Lind	Rm. 507	M, 2:45
Sports Statistics Club	Andy Walter	Rm. 409	As announced
Student Council	Brenda Fishman & Hannah Pence	Rm. 307 or 412	As announced
SLAB (Student Library Advisory Board)	Bill Hiles	Library	M, 2:45
Ukulele Club	Bill Hiles	Library	As announced
Youth in Government Club	Stephen Laird & Curtis White	Rm. 306	As announced
Creative Co/Lab (Creative Research Club)	Adam Finkelston	Rm. 204	As announced

NOTICE OF NON-DISCRIMINATION

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. S 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. S 706 (P.L.93-112), concerning treatment of disabled persons; and the provisions of the Education of the Handicapped Act, 20 U.S.C. S 1401 et seq. (P.L.94-142), concerning education of disabled children.

The board fully supports the provisions and requirements of 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 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 for operations, Mr. Robert DiPierro, at 7235 Antioch, Shawnee Mission, Kansas 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.

An Affirmative Action Equal Opportunity Employer