

2022-2023 STUDENT HANDBOOK

SMN AND SMSD GUIDELINES, PROCEDURES, AND POLICIES



Shawnee Mission North High School

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Where Tradition Began....Excellence Continues!

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

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

Finally, I encourage you to honor our school's mission and expectations. SMN has a mission of fostering achievement and engagement through an equitable, inclusive culture. SMN is built on tradition and excellence and you are now a part of this special community. We are excited you are here and we challenge you to engage and achieve!

Sincerely,

David Ewers
Building Principal

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To access the SMSD student handbook, click [here](#).

Section 2 - Philosophy and Mission

MISSION STATEMENT

Shawnee Mission North High School fosters achievement and engagement through an equitable, inclusive culture.

SCHOOL SONG

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

FIGHT SONG

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

SMN ADMINISTRATION

Building Principal
Associate Principal
Associate Principal
Associate Principal
Activities Director

Mr. David Ewers
Dr. Laura Brogdon
Mr. Jon Durham
Mr. Dustin Jamison
Ms. Annette Gonzales

PURPOSE

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

Questions regarding rules and regulations specific to any building should be addressed to the building administration, which will be happy to provide clarity and/or additional information. You may also view the SMSD High School Student Handbook by clicking [here](#). This handbook also provides information about grades, enrollment, health requirements, transfer procedures, student assistance programs, etc.

Information pertaining to course offerings is available in the middle and high schools Student Program Planning Guides.

SM NORTH COMMITMENTS

- Be where you are supposed to be.
- Do what you are supposed to.
- Do it to the best of your ability.

SCHOOL-WIDE EXPECTATIONS

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

CLASSROOM EXPECTATIONS

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

LUNCHROOM EXPECTATIONS

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

HALLWAY RULES

- Keep your pass visible.
- Walk and talk - keep traffic flow moving.
- Return to class in a timely and quiet fashion.
- Respect others' personal space.
- Throw trash in the trash bins.
- Travel to your expected destination.

Section 3 - General Information

OFFICE HOURS: 7:00 AM TO 3:30 PM

RESIDENCY REQUIREMENTS

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

I.D. CARDS

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

VISITORS POLICY

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

- Please arrange a mutually agreed upon date and time with the principal for the requested visit or observation.
- For security reasons, visitors are required to check in at the school office before proceeding to contact any other person in the building or on school grounds. Visitors are to sign out at the office before leaving the building.
- Principals reserve the right to decline the request for classroom observation or visit if it is determined that such visit would cause undue disruption in the educational process.
- All observation sessions will be planned so as not to create conflict with the teacher and student schedule.
- Principals may limit the frequency and duration of any observation in order to avoid distraction or disruption to the teacher's schedule and classroom atmosphere.
- To protect the learning environment, the parent/guardian should be the only visitor in the classroom during the observation. An observer, other than the parent/guardian, must be approved by the principal and have written consent from the parent/guardian describing the reason for the visit or observation.
- Out of respect for the teaching environment, parents/guardians are asked not to bring the student's siblings or children while visiting/observing in the classroom.
- In order to ensure the best learning environment, recording devices, cell phones or other electronic devices may not be used during the visit/observation.
- During the observation, the principal or his designee may be present in the observed setting, in order to accommodate follow-up discussion or answer questions.
- Visitors/Observers are to enter, observe and exit the classroom with minimum disturbance to the teacher and/or students. Visitors/Observers are not allowed to interact with the teacher and/or students during the observation through questions or comments.
- All aspects of individual student confidentiality must be preserved and respected.
- For visitor form go to the main office to complete the required paperwork.

VISITORS

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

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

LOST OR STOLEN PROPERTY

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

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

CAFETERIA

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

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

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

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

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

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

LUNCH PROCEDURES

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

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

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

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

OPEN LUNCH

Shawnee Mission North **does not have open lunch for students in grades 9-11.** Seniors may apply for open lunch privileges after a parent meeting with administration. Meeting dates will be announced. Students with open lunch must re-enter through the main entrance (Door #1) upon returning from lunch.

CAFETERIA THEFT

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

- Restitution
- Detention
- Suspension
- Arrest

HEALTH SERVICES/NURSE:

Nurse: (993-6916) Room 154

General Information:

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

Medication:

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

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

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

Prescription Medicine:

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

Asthma Inhalers and Epi-pens:

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

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

Insulin and diabetic supplies:

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

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

Immunization:

State law requires each student to have a current immunization status!

Notices of required immunizations were emailed out to students/guardians at the end of last school year. Guardians have been notified if a student is in need of an immunization. State law dictates that you will be excluded from school if you do not receive your immunization by the time it is due. **Written proof must be submitted to the Nurse. THIS IS VERY IMPORTANT!!**

SCHOOL RESOURCE OFFICERS

- Officer Antoinette Covington (SRO) 913-993-6922
 - Officer Covington is an Overland Park Police officer assigned full-time to the school. The SRO helps maintain a safe learning environment and also gives classroom presentations on related topics. Anyone who wishes to report a crime, on or off campus, or wants to speak with the SRO about a particular problem can call the **anonymous Help Line at 993-7070**. The U.S. Safe School phone number is 1-877-626-8203.
- Officer David Whisenhunt (DRO) 913-993-6923
 - Campus Police help maintain a safe campus environment. Campus Police issue parking permits for students. Parking permits are \$60.

SAFETY TIPS FROM CAMPUS POLICE & SRO

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

- The parking lots and surrounding streets are busy with traffic, especially before and after school. Be alert and cautious when backing up your vehicle. Watch for pedestrians at all times and always wear your seatbelt.

GANGS AND RELATED VIOLENCE

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

CONTRIBUTION TO A DISRUPTIVE SITUATION

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

PERSONAL ELECTRONIC DEVICES

Personal electronic devices are allowed on campus and may be used on campus prior to the start of the school day, during passing periods, during lunch and at the conclusion of the school day. Use, including ear buds, during the class period will be at the discretion of the instructor. Failure to abide by that instructor's policy will result in a referral for the student.

INTIMIDATION OR BULLYING

The SMSD BOE is committed to a safe and civil educational environment for all students free from intimidation or bullying. Bullying is prohibited on school property, in any vehicle used to transport students for district purposes or at a school-sponsored activity or event. "Intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal or physical act:

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

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

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

Anonymous reporting of bullying can be done through the Bullying referral system, North website: smnorth.smsd.org, and clicking on the orange lifesaver icon "Report Bullying" button on the students device.

PARKING

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

RULES AND REGULATIONS

- School parking lots are considered school property and therefore, all actions, conduct, and behavior is governed by the School District Discipline procedures.

- Students driving vehicles that are parked on school property must be parked in designated student parking spaces.
1st Offense: Ten (\$10.00) dollar fine
2nd Offense: Twenty (\$20.00) dollar fine.
 A letter will be sent home and a phone call will be made to notify parents of the violations and the possibility of the next violation resulting in a tow at the owner's expense.
3rd Offense: Immediate Thirty (\$30.00) dollar fine or tow at the owner's expense.
4th Offense: Vehicle may be towed at the owner's expense. Any subsequent violation will result in the vehicle being towed without warning.
- Vehicles parked in the fire, handicapped, no parking zone, double parked, or parked in a drive area blocking the flow of traffic, including the front circle drive, will be fined and/or towed at the owner's expense on the first (1st) violation.
- Authorized vehicles must be driven in a safe manner and observe a **speed limit of 15 mph on school property**. Unsafe driving can include, but is not limited to: speeding, reckless driving, driving the wrong way, driving over the grass, and/or exhibition of acceleration. Such violations will also be subject to a citation and the fines listed above.
- The administration of SMN reserves the right to limit the number of vehicles permitted to be registered for SMN parking lots or suspend privileges where appropriate.
- Parking lots will be on a first come, first serve basis for cars with permits.
- Any student giving or lending a parking permit to any other person will be restricted from parking on school property for the remainder of the year.
- **Freshman may not park on school property during school hours.** Cars may be towed on the first offense, without warning.
- **All vehicles are subject to search and tow.**
- Students are **not** allowed to park in designated faculty parking spots or in the circle drive.

PARKING PERMIT INFORMATION

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

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

Motorcycles, Scooters, & Mopeds

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

RESOLUTION OF PARKING CITATIONS

- Parking citations will be issued by Campus Police officers for the violations under points B and C.
- Students are required to pay the fine amount within twenty (20) days. This grace period begins on the date the ticket is issued. Fines shall be paid to the bookkeeper's office during school hours and a receipt will be provided.
- Students may appeal their school ticket by making an appointment for a hearing with the associate principal in charge of parking within three (3) days of the ticket being issued.
- Should a student fail to pay their fine within the grace period, the matter may be referred to the student's administrator for discipline. Contact may be made with the student's parent(s) as well.

Students may face a loss of parking privileges until the matter is resolved. Students who cannot pay the full fine amount should consult with the administration and bookkeeper in private for payment options. In some cases, the school district may send unpaid fines to collections.

- Returning students with unpaid parking fines will not be allowed to obtain a parking permit for the following school year. Seniors with unpaid parking fines will have their diploma withheld until the fines are resolved.
- Tickets and citations issued through the Overland Park Police Department are resolved through the Overland Park Municipal Court. Additional information is printed on the back of the ticket. Failing to comply with these citations may result in a warrant for your arrest and suspension of your driver's license.

RIGHT TO DENY ACCESS TO SCHOOL DISTRICT BUILDING AND GROUNDS

The Superintendent of Schools or his/her designees may deny access to the school buildings or grounds of USD#512 to persons who are not bona fide, currently registered students, staff, or faculty at the school, and who have no lawful business to pursue at the school, or who are acting in a manner disruptive or disturbing to the normal educational functions of the school. Administrative personnel or designees may demand identification and evidence of qualification for access of anyone desiring to use or come upon the premises of the particular school or facility. Persons, including parents or persons acting as parents, who have legitimate reasons for being on school property must nevertheless abide by local policies adopted by the Board of Education and specifically applicable to each school. Such local policies shall be published annually in the school handbook and shall be posted at the school conspicuous place visible to all that enter the premises.

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

SOCIAL FUNCTIONS & DANCES

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

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

- All students and guests must show identification to enter the dance. SMN students must present their current school identification card. Guests must show either a current school ID or a valid driver's license.
- Prom, Homecoming, and winter dance tickets will be sold during lunch on campus prior to the dance. If an SMN student is bringing a guest who is not an SMN student, the name of the student and the school he/she attends will be required at the time of purchase. The form must be obtained by the SMN student and returned to the school at the designated time.
- Tickets for Homecoming, winter dance, and Prom will be available for purchase at the door, though the cost may be higher than the tickets purchased prior to the day of the dance.
- Students are encouraged to write their name(s) on the back of their ticket(s) at the time of purchase.

- Students are expected to wear appropriate attire for the type of dance they are attending. Entry to the dance can be refused based on attire.
- Items such as purses, wrist wallets, hats, jackets, sunglasses, chain wallets, shoes, gym bags, sports gear, backpacks, band equipment, canes for aesthetic purposes, towels and any other item requested by an administrator or teacher may be checked/searched upon arrival to the event.
- Students are expected to exhibit tasteful dancing.
- The use or possession of alcohol, drugs, tobacco, or weapons will not be tolerated.
- Any student or guest who leaves the dance will not be allowed to return to the dance.
- All other dances at SMN are for students currently enrolled at SMN and who are in good standing. Students must present their current ID and pay the admission fee to attend.
- Students and guests will respect other students, chaperones, and administrators at all times.
- Students or guests who are asked to leave a dance may face disciplinary action and lose the privilege of attending SMN dances or bringing guests for a duration determined by an administrator.
- Parents are expected to pick students and guests up immediately following the event. Failure to have transportation in a timely manner following the dance may preclude students from attending future events.

SCHOOL BUS SAFETY REGULATIONS AND EXPECTATIONS

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

Please review the safety regulations below with your student. Remember the bus is an extension of the school and class room and those rules apply as well. Failure to comply with these safety regulations may lead to a suspension of bus privileges.

1. Prior to loading the bus students shall:
 - Be on time! Students should be at the designated bus stop 5 minutes prior to the stated time of bus arrival. The bus cannot wait beyond its regular schedule.
 - Conduct themselves in a safe manner while waiting for the bus.
 - Be careful in approaching a bus. Remain ten feet from the bus until the bus comes to a complete stop and the driver signals you to load.
2. On the bus students shall:
 - Follow all school rules and expectations while on the bus. Show respect for self, other people, and property, including the bus and the bus driver.
 - Remain seated with feet on the floor while the bus is in motion.
 - Ask permission to adjust windows.
 - Keep all body parts and all objects inside the bus.
 - Not bring gum or food or drink aboard the bus
 - Not bring animals, except service animals, on the bus.
 - Not bring weapons of any type aboard the bus.
 - Not bring or consume tobacco products, alcohol products or illegal drugs aboard the bus.
 - Carry only backpacks, books, school supplies and coats on the bus. All other items must be approved by the driver before bringing them on the bus. The bus aisle must be kept clear.

3. When departing the bus students shall:

- When crossing the road, walk at least ten feet out and ten feet in front of the bus. The bus driver will signal when it is safe to cross the road; and students will also look to make sure that no traffic is approaching from either direction before crossing the road. Students should never cross the road behind the bus.
- Only get off the bus at their regular designated stop. The driver will not discharge riders at other places than the regular designated bus stop, or at school, unless proper authorization is received from the parent or a school official.

4. On extra-curricular trips students shall:

- Follow the direction of the driver. The driver is in charge of the bus at all times.
- Follow the above rules and regulations; they apply to any trip under school sponsorship.

Section 4 - Student Attendance

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

ABSENCES

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

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

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

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

- The date the note was written
- Date(s) of absence(s)
- Reason(s) for absence(s)
- Signature of parent or legal guardian

TARDY PERIOD

A student is tardy when he or she enters the classroom after the appointed time for the class to begin. If a student arrives after the designated tardy period, he or she will be recorded absent for that class. Excessive tardiness will be subject to appropriate disciplinary actions based on the classroom teacher's policies, procedures, and expectations.

PERMIT TO LEAVE (LEAVING DURING THE SCHOOL DAY)

A telephone call from a parent or legal guardian for a student to leave campus during the school day should be received by the attendance office staff before the student misses a class or leaves campus. Permits to leave (passes) will be emailed beginning at 7:00 a.m. Once a pass is obtained from the attendance office, the student should present it to his or her teacher at the specified departure time. **Students must report to the attendance office and sign out before leaving campus during the school day. Failure to comply with these procedures may result in an unexcused absence and appropriate disciplinary action.** If the student returns to school that same day, he/she must sign in at the attendance office. The attendance office will email the student a pass to return to class.

EXCUSED ABSENCES

Absences will be classified as excused if they fall under the following Board or Education approved reasons and if the building attendance procedure was followed by the student and the parent or legal guardian:

- Personal illness (Doctor/Dental/Medical appoints). 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.
- 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.

UNEXCUSED ABSENCES

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

EXCESSIVE ABSENCES

Students with excessive absences are at risk of losing credit and/or not mastering grade level standards. The attendance office will notify the parent/legal guardian of a student's absence on a daily basis through the School Messenger automated telephone system. **Parents/legal guardians, please keep your phone numbers current to help with this communication.** Any time students or parents are concerned about the disposition of an attendance violation; the student is encouraged to contact the teacher or building administrator for clarification.

PREARRANGED ABSENCES/EXTENDED LEAVE

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

TRUANCY

Under the laws of the State of Kansas, all students between the ages of 7 and 18 years (21 for special education students) must be in regular and continuous attendance at school unless lawfully excused there from.

The law in Kansas (K.S.A. 72-1113) states that students are truant when they are inexcusably absent for all or a significant portion of the day for three (3) consecutive school days, five (5) or more school days in one semester, or seven (7) days in a school year. A significant portion of the day is determined by school district policy.

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

MAKE-UP WORK AFTER EXCUSED ABSENCES

The student has the responsibility to make the initial contact with the teacher in order to obtain missed work and confirm deadlines. The student is also responsible for scheduling make-up tests, labs, and other classroom projects. Regardless of days missed, **students are expected to fulfill long-term assignments as originally scheduled.**

OUT-OF-SCHOOL SUSPENSIONS

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

AFTER SCHOOL ACTIVITIES

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

STUDENT PICK-UP

1. When picking up a student during the school day, please call the attendance office at least 30 minutes prior to the desired pick-up time.
2. Upon completion of the school day students need to leave the building or be working directly with a teacher, coach, or sponsor. Those students waiting for a ride will need to wait in the cafeteria. At 3:00PM, students will be asked to leave the building; students will need to be picked up by 3:00PM.

Section 5 - Curriculum, Instruction, and Student Services

Student Service

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Britt Sherer
Real World Learning Counselor
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Holly Crumpton
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Pam Morris
Counseling Secretary
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Lori MacAdam
Registrar
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Theresa Gonzalez
Computer Clerk
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Lydia Stange
College Advisor
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lydiastange@smsd.org

Shawnee Mission Requirements for Graduation Class of 2023:

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

Qualified Admissions Document including

- Kansas Board of Regents Requirements
- Regents College Preparatory Qualified Admissions Curriculum
- State Scholars Curriculum
- Kansas Scholar Curriculum

HONOR ROLL/ACADEMIC AWARDS

3.0 HONOR ROLL

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

PRINCIPAL'S HONOR ROLL

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

ACADEMIC GRADING

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

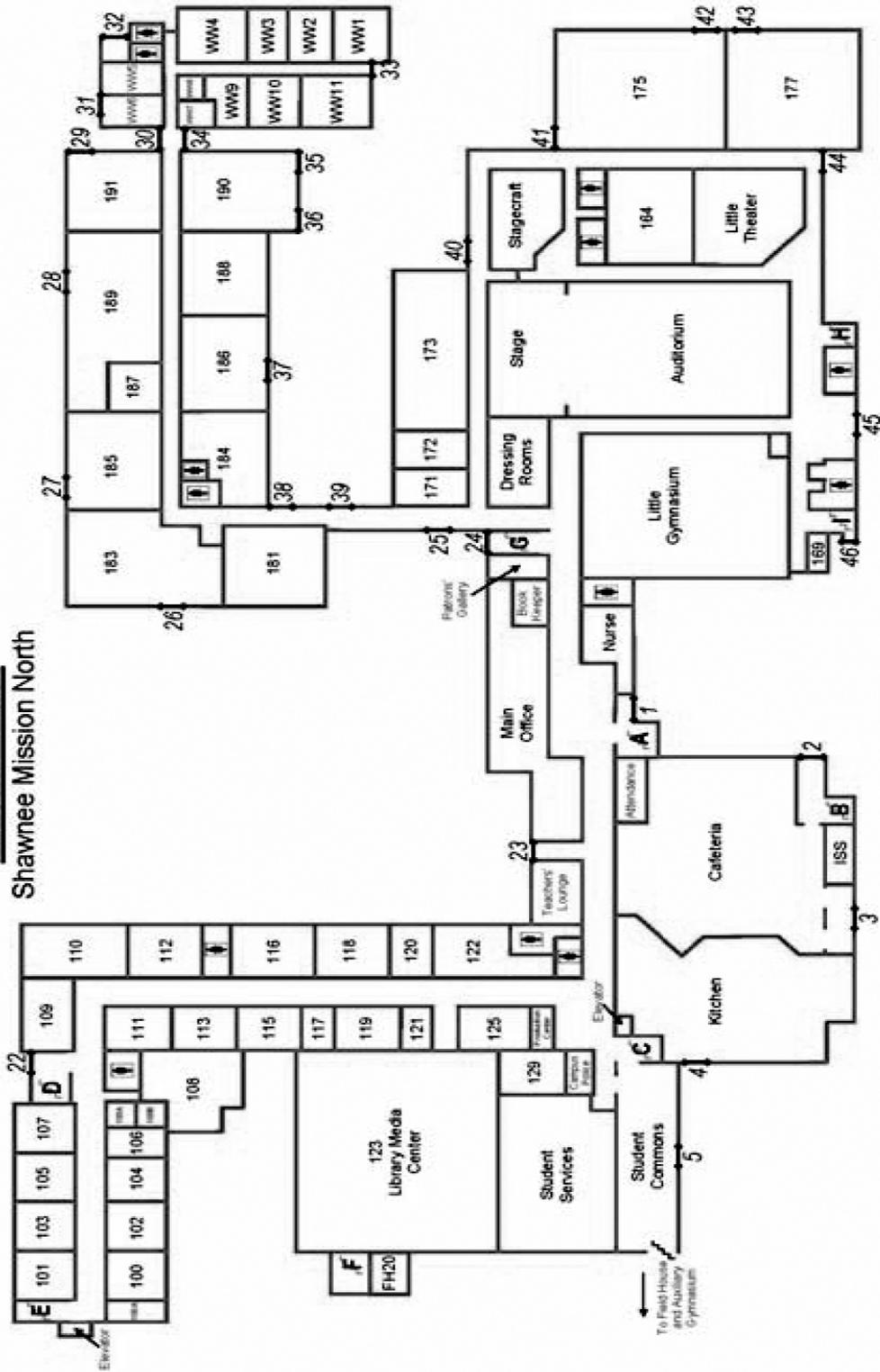
Section 6 - Activities and Athletics

If you intend to participate in athletics at SM North, please make sure the following important information and links are completed prior to first day of school:

- **Physical/Concussion Form/Athletic Participation Packet** - completed through online verification must be completed and proof of completion must be in the athletic office prior to the first contest.
 - **KSHSAA Physical Packet- PPE (Rev. 3-20), Concussion Info Release Form, Transportation Release Form- HS – English** (Required Athletic Forms for High School Students)
 - **KSHSAA Physical Packet- PPE (Rev. 3-20), Concussion Info Release Form, Transportation Release Form- HS – Spanish** (Required Athletic Forms for High School Students)
 - **2021-2022 Transportation Release Form- HS Only – English**
 - **2021-2022 Transportation Release Form – HS Only – Spanish**
 - **Parent Information and Consent Form- Cross Country Guidelines-Distance**
 - **Parent Information and Consent Form- Cross Country Guidelines-Distance (Spanish)**
 - **Training Off- Campus for MS and HS Athletes (English)**
 - **Skyward On-line verification: <https://skyward.smsd.org/>**
- **Passed Five courses the previous semester; passing five courses during the season of competition**
- **Live Eligibility occurs on a daily basis. If not passing five classes on any given day student-athletes are not eligible for competition but are eligible for practice. All individual cases considered through the athletic director**
- **In Good Standing with School**
- **Awards/Amateur Status**
- **Bona Fide Student (transfers)**
- **Attendance/Tardy Policy (school policy)**
- **[SMN Coaches and Athletic opportunities](#)**
- **[SMN Activities and Sponsors](#)**

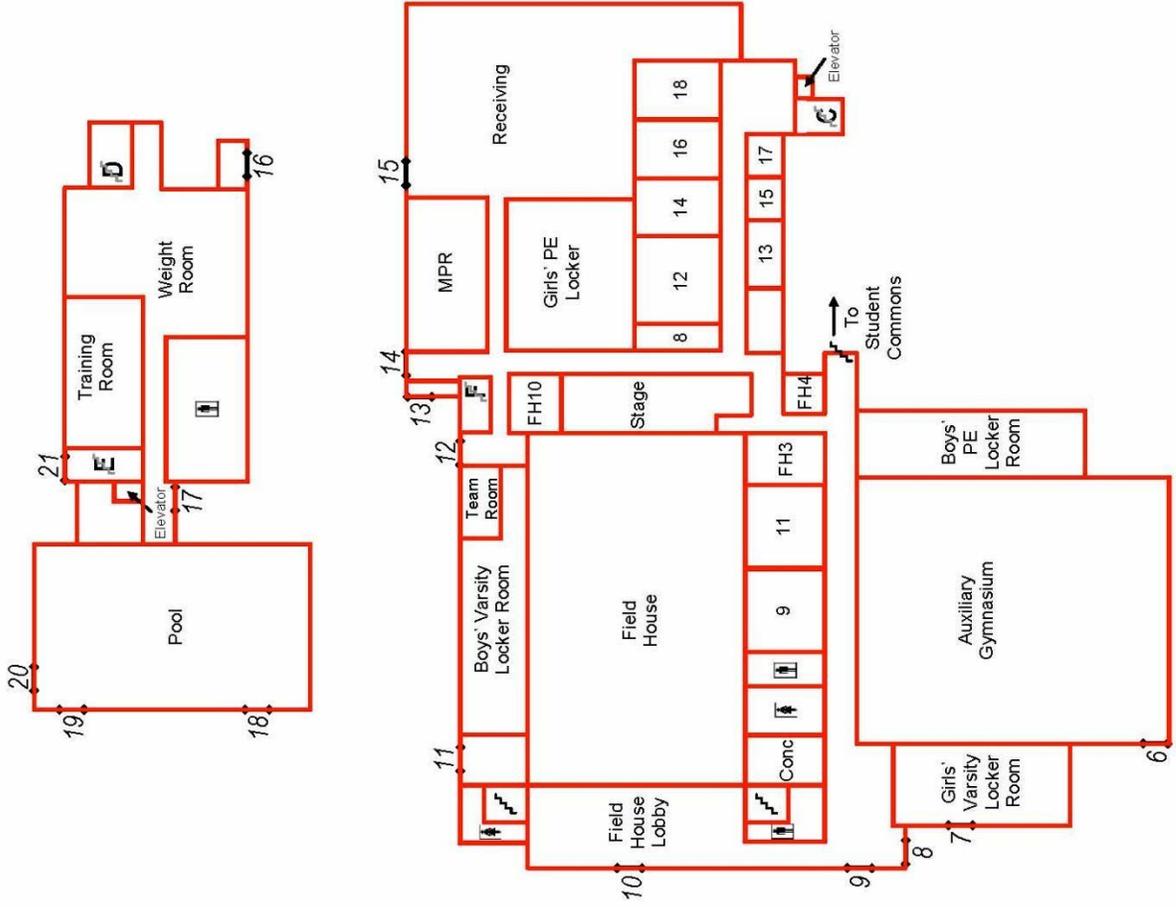
Section 7 - Building Maps

First Floor Shawnee Mission North



Garden Level

Shawnee Mission North



Second Floor

Shawnee Mission North

