

**SHAWNEE MISSION WEST  
HIGH SCHOOL  
2022—2023  
Handbook**

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**WELCOME TO SHAWNEE MISSION WEST HIGH SCHOOL.** This handbook has been prepared to help you and your student participate fully in the academic and extracurricular life at SM West. This information along with more student focused information is included in the student planner.

Shawnee Mission West High School, **Home of the Vikings**, is a school of 1,800 students with a staff of more than 180 dedicated educators and support personnel.

**Mission Statement**

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

Dear SMW Parents,

This booklet is being provided for you as a tool to answer your questions and provide important information about your students' school. Please take a few minutes to read this handbook to learn about policies/procedures and opportunities at SMW.

Please get involved and stay involved in your student's life. These are critical years in their intellectual, physical, emotional, and social development. Parents who are involved and attentive help their student positively move through this challenging time in their life.

Please feel free to contact your student's teachers by email, phone or the Skyward program. If during the year you feel you might need the assistance of an administrator, I can assure you the administrative team at SMW are here to serve you.

I am excited to have the opportunity to serve as principal of SM West and our Viking community. By working together, we can make the educational experience at SMW meaningful, enjoyable and exciting for ALL our students.

Go Vikings!

Steve Loe  
Principal

## “THE WEST WAY”

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

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

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

## MONDAY

1 <sup>st</sup> Period	7:40 - 8:30	50
2 <sup>nd</sup> Period	8:35 - 9:25	50
3 <sup>rd</sup> Period	9:30 - 10:20	50
4 <sup>th</sup> Period	10:25 - 11:15	50
5 <sup>th</sup> Period	11:20 - 12:50	55
6 <sup>th</sup> Period	12:55 - 1:45	50
7 <sup>th</sup> Period	1:50 - 2:40	50



### 5<sup>th</sup> Block Lunch Schedule

Lunch A	11:20 - 11:50
Lunch B	11:50 - 12:20
Lunch C	12:20 - 12:50

## TUESDAY

2 <sup>nd</sup> Period	7:40 - 9:15	95
8 <sup>th</sup> Seminar	9:20 - 10:55	95
4 <sup>th</sup> Period	11:00 - 1:00	90
6 <sup>th</sup> Period	1:05 - 2:40	95

### 4<sup>th</sup> Block Lunch Schedule

Lunch A	10:55 - 11:25
Lunch B	11:45 - 12:15
Lunch C	12:30 - 1:00

## WEDNESDAY

1 <sup>st</sup> Period	7:40 - 9:15	95
3 <sup>rd</sup> Period	9:20 - 10:55	95
5 <sup>th</sup> Period	11:00 - 1:00	90
7 <sup>th</sup> Period	1:05 - 2:40	95

### 5<sup>th</sup> Block Lunch Schedule

Lunch A	10:55 - 11:25
Lunch B	11:45 - 12:15
Lunch C	12:30 - 1:00

## THURSDAY

LATE START - PLC	7:30 - 8:45	75
2 <sup>nd</sup> Period	8:50 - 10:25	95
8 <sup>th</sup> - Advisory	10:30 - 10:55	25
4 <sup>th</sup> Period	11:00 - 1:00	90
6 <sup>th</sup> Period	1:05 - 2:40	95

### 4<sup>th</sup> Block Lunch Schedule

Lunch A	10:55 - 11:25
Lunch B	11:45 - 12:15
Lunch C	12:30 - 1:00

## FRIDAY

1 <sup>st</sup> Period	7:40 - 9:15	95
3 <sup>rd</sup> Period	9:20 - 10:55	95
5 <sup>th</sup> Period	11:00 - 1:00	90
7 <sup>th</sup> Period	1:05 - 2:40	95

### 5<sup>th</sup> Block Lunch Schedule

Lunch A	10:55 - 11:25
Lunch B	11:45 - 12:15
Lunch C	12:30 - 1:00

(Late Start Schedule)

## **GENERAL INFORMATION**

SM WEST OFFICE HOURS 7:00 am – 3:30 pm

The school building is open at 7:00 am each day. Students should not be on campus before that time. Students are to be off campus by 3:00 pm, unless they are under the direct supervision of a teacher, sponsor, or coach. Parents dropping students off in the morning are to pull to the curbside when dropping off your student(s) at the main entrance doors or on the Antioch side of the building.

**FEE PAYMENT** – July 26<sup>th</sup> from 1-7pm for in person payments available. Student Sources of Strength guides will be onsite to help students familiarize themselves with the building.

**BACK-TO-SCHOOL NIGHT** – Aug. 9th 5:00pm-8:00 pm. Parents/Students will have the opportunity to visit classrooms and teachers.

**MEET THE COACH** will be held August 22nd in the auditorium beginning at 7:00 pm. All students participating in Fall Sports are required to attend.

**PARENT TEACHER CONFERENCE DAYS** are scheduled as follows:

October 19	5:00 – 8:00 pm, open format
October 21	7:20 am - 3:20 pm - open or by appointment
	11:30 - 1:00 pm, closed, lunch break
February 3	5:00 – 8:00 pm, open format

### **FEE PAYMENT AND ENROLLMENT INFORMATION**

#### **REQUIREMENTS**

1. Student must meet residency requirements.
2. Student must plan his/her program with a counselor.
3. Students must carry a SM West identification card at all times.
4. Student must pay fees.

#### **REQUIRED OF ALL STUDENTS**

Instructional Resource Fee	\$ 100.00
I.D. Card	\$ 5.00
Participation/Activity Fee	\$ 75.00

(Required fees can be waived with a valid Title XIX KanCare card; the participation fee cannot be waived)

#### **OPTIONAL**

Class Dues	\$ 5.00
Yearbook	\$ 55.00
Parking Sticker	\$ 50.00 (sophomores, juniors & seniors only)

Depending on a course schedule, there may be other requirements for fees. If a student is planning to participate in any activity or athletics, check for eligibility requirements, medical exams, insurance, etc. Counselors can give all the details for enrollment and can help plan a program at SM West.

## ATTENDANCE

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

**High school is in attendance for 7 hours daily, from 7:40am-2:40pm.** 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.

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

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

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

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

### **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 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.

*(Revised July 2016)*

#### **TARDIES**

A student is tardy when he/she enters the classroom after the appointed time for class to begin. Excessive tardies are subject to appropriate disciplinary measures.

- 1<sup>st</sup> class of the school day – any student arriving to class between 7:40 and 7:50 am will be counted tardy and do not need to check in at the attendance office. If a student arrives after 7:50 am, the student must check in at the attendance office.
- All other class periods – students arriving after the bell rings are to be counted tardy. **If a student is more than 10 minutes late to class, they will be counted absent.**

### **EXCUSED ABSENCES**

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

1. Personal illness. (Doctor/Dental/Medical appointments) The school may, with notice to the student or parent/guardian, require verification from a physician of absences due to reasons of health.
2. If you are excluded from school for Covid like illness your absence will be excused. If you have been diagnosed with Covid your absences are excused. If you have been diagnosed with Covid and are excluded from school, then your absence will be excused. If you have been directed by the Johnson County Department of health to stay home, then your absences will be excused.
3. Serious illness or death of a member of the family.
4. Obligatory religious observance of the student's own faith.
5. Participation in a Kansas State High School Activities Association activity, a district-approved function, or a school – sponsored activity.
6. Emergency situation requiring immediate action.
7. An absence which has been **requested and approved in advance** by the building administration. Activities of an educational nature or involving the student's family may fall in this category. Assignments are to be requested by the student before the absence occurs. Tests may be made up after the absence. Students who are absent more than 15% of the time per grading period may be subject to loss of credit.

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.

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

It is the student's responsibility to make the initial contact with the teacher to make-up missed work and schedule make-up tests. Students absent one week or less will be allowed double the amount of time they are absent in which to make-up missed work. For absences longer than one week, students will be allowed one week, plus the number of days absent to make-up work that has been missed. Students are expected to fulfill long-term assignments as originally scheduled.

### **EXTENDED ABSENCES**

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

### **UNEXCUSED ABSENCES**

An unexcused absence is one that does not fit one of the board of education's six stated reasons for an excusable absence. Students may not receive credit for work missed due to an unexcused absence. Middle school and high school students who exceed four unexcused absences during a nine week grading period may not qualify for a passing grade in that class or receive credit for the grading period.



### **EXCESSIVE ABSENCES**

Except in circumstances clearly beyond the control of the student, failure to attend 85% of all class periods at the high school and 85% of all days at the middle school may result in a failing grade or loss of credit. Absences for school sponsored activities and in-school suspension do not count.

A student's regular attendance in the classroom is an essential component of the educational process.

- The attendance office will notify the parent/legal guardian of a student's absence on a daily basis through an automated phone call/message. Parents/guardians please keep your phone numbers current to help with this communication.
- When a student has had 3-5 unexcused absences for a block during a semester, the attendance office personnel will inform the parent/legal guardian by letter.
- Any time students or parents are concerned about an attendance violation; the student is encouraged to contact the teacher or building administrator for clarification.

### **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.

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

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

### **HOMEWORK REQUESTS**

See information regarding the Skyward System. If a student's absence is expected to extend to three (3) days or more, please contact the Counseling Office for assistance to obtain homework.

### **AFTER SCHOOL ACTIVITIES**

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

### **FUNERALS**

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

### **HALL PASSES**

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

## CAFETERIA

Breakfast is available before school in the cafeteria, beginning at 7:00 am.

- Regular School Breakfast                      \$1.65
- Regular School Lunch                            \$3.00

### BREAKFAST

Breakfast is available each school day and starts the first day of school. Students must choose at least three different items and one must be a 1/2 cup of fruit or juice. Breakfast items include: entrée, grain, fruit/juice, and milk. If you have been approved for free or reduced priced meals, you also get free or reduced breakfast.

### LUNCH

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

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

All entrée choices can make a meal if the correct side dishes are selected. Students must choose a full portion of at least three of the five components to receive a reimbursable school lunch and at least one component must be a 1/2 cup of fruit or vegetable. Components include entree, grain, fruit, vegetable, and milk. There are unlimited (single trip) fruits and vegetables available, except for juice and potatoes. We encourage students to take what they want, but eat what they take in order to reduce waste.

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

### LUNCH PROCEDURES

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

All Shawnee Mission schools are able to provide students with a quality lunch at a competitive price from their cafeterias. The schools offer free and reduced meals for those students who qualify.

**Food may not be brought in from local restaurants or delivered to students on school premises during the regular school day.**

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

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

Each student has an individual debit account that they may access when they purchase lunch. Money may be deposited into this lunch account on a weekly, monthly, or yearly basis via on-line payment, by cash or check. Students will then use their student ID as a debit card to draw from that account. Money in student accounts can be used for any purchase in the cafeteria or on the bridge. Cash cannot be withdrawn from the account. Note: students will not receive an automated phone call as a reminder of a low account balance. Parents and students can reference their balances online. Online payments will take 24 hours to process before being the payment is reflected on the student's account.

If your student ID is lost or stolen, please see the bookkeeper to purchase a new one.

Effort is made to balance the number of students eating each lunch period. Supervisors are responsible for maintaining reasonable order on the bridge, hall, and restrooms near the cafeteria. Students are expected to obey supervisors who will point out any unacceptable behavior.

## **HEALTH INFORMATION**

### **SCHOOL NURSE: Mrs. Marni Bollella**

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

### **EMERGENCY INFORMATION**

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

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

To view policy>[click here](#)

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

To view policy>[click here](#)

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

To view policy>[click here](#)

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

To view policy>[click here](#)

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

To view policy>[click here](#)

**Student Self-Administration of Medication (Policy JGFGBA)**

To view policy>[click here](#)

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

To view policy>[click here](#)

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

To view policy>[click here](#)

## ACADEMICS

### GRADING SCALES

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

- (A) - 90-100%
- (B) - 80-89%
- (C) - 70-79%
- (D) - 60-69%
- (F) - below 60%

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

### HONORS & ADVANCED PLACEMENT COURSES

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

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

Students who do not maintain an average of “B” or above may be removed from the class.

### PROGRESS REPORTS/GRADE CARDS

Grade cards will be posted to SKYWARD on the dates listed below. Grade cards can be found in the portfolio section of SKYWARD. Grade cards will not be printed.

- End of 1<sup>st</sup> Qtr – October 13<sup>th</sup>
- End of 2<sup>nd</sup> Qtr – December 20<sup>th</sup>
- End of 3<sup>rd</sup> Qtr – March 9<sup>th</sup>
- End of 4<sup>th</sup> Qtr – May 24<sup>th</sup>

### GRADUATION

The graduation requirement for ALL STUDENTS is 23 total units. Specific subject requirements are listed in the District [PROGRAM PLANNING GUIDE](#). Students are encouraged to connect with their respective counselors for all questions concerning enrollment and graduation credits.

### STUDENT IMPROVEMENT TEAM (SIT)

The Student Improvement Team approach is a comprehensive systemic process that connects students with developmentally and educationally appropriate services to help them achieve their greatest academic, social, and personal well-being. While using the problem-solving model, the Student Improvement Team places great emphasis on meaningful parent involvement, team decision-making and using data to form professional judgments and involvement, and progress in the general education curriculum.

### SPECIAL PROGRAMS

The following are some of the special programs available at SM West:

- **ELL (English Language Learners) Program** prepares students by developing English proficiency.
- **EARLY COLLEGE CREDIT** may be earned by advanced high school students in several different ways:
- **COLLEGE NOW** Concurrent credit programs—Baker University and College Now at JCCC.
- **ADVANCE PLACEMENT (AP) EXAMS**
- **QUICK STEP** - on campus study at Johnson County Community College for students with 15 high school credits completed. Only seniors may have this as part of their schedule.

### **LOCKERS**

The school lockers assigned to students' remains the property of the district, who therefore retains the right to regulate regarding 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.

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

## SM WEST COUNSELORS

Counselors provide both educational and personal counseling service  
Counseling phone number is 993-7830.

A - E            Mrs. Laura Raney  
[lauraraney@smsd.org](mailto:lauraraney@smsd.org)  
993-7841

F – K            Mrs. Kim Urenda -Lead  
[rickrogers@smsd.org](mailto:rickrogers@smsd.org)  
993-7827

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

Ri - Z            Mrs. Jamie Heller  
[jamieheller@smsd.org](mailto:jamieheller@smsd.org)  
993-7837

Real World Counselor    Mr. Tommie Davis  
[tommiedavis@smsd.org](mailto:tommiedavis@smsd.org)  
993-7835

Social Worker  
A - K            Ms. Kathryn Harter  
[kathrynharter@smsd.org](mailto:kathrynharter@smsd.org)  
993-7836

Social Worker  
L - Z            Donna Holmes  
[donnaholmes@smsd.org](mailto:donnaholmes@smsd.org)  
993-7832

College Advisor            Luke Ervin  
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993-7841

## **HONORS AND AWARDS**

### **PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE**

These students have attained a minimum of unweighted 3.5 GPA since the 9th grade, received a score of 85% or above on a nationally recognized standardized test, and completed at least 12 higher level course units in the basics of English, Math, Science, Social Studies, Foreign Language, and Computer Science.

### **BOARD OF REGENTS RECOGNITION**

This certificate is awarded to those students who have completed the Board of Regents Kansas Scholars Curriculum recommended program of studies for college bound students and scholarship consideration.

### **NATIONAL HONOR SOCIETY**

To be considered for membership, students must have a 3.5 GPA or higher. The faculty is encouraged to make recommendations.

### **STATE OF KANSAS SCHOLARS**

These students are so designated in recognition of outstanding performances in the State of Kansas Scholarship Program competition as determined by the composite score attained on the ACT test, GPA, and completion of the Kansas Scholars recommended curriculum.

### **KANSAS ACT SCHOLAR AWARD**

These students receive a certificate in recognition of a composite score of 32 or above on the exam. The highest possible score on the exam is 36.

### **HONOR ROLL**

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

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

To be named to the Principal's Honor Roll, a student must have a GPA 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", "K", "NG", "WP" or "WF" are not used in the GPA computation formula. A grade of "N", "D", "F", or "I" will eliminate the student from being named to the Honor Roll. Students who earn all "A's" will have special designation by an asterisk on any information distributed to the public.

### **SM WEST LETTER**

May be earned in all athletic programs, Kansas State High School sponsored activities such as Music, Forensics, Debate, and for outstanding Scholastic Achievement.

An academic letter is awarded to seniors who earn at least seven semesters of six A's during their high school years with no semester grade lower than a B and/or a 4.0 or above with no grade lower than a B. These grades must be earned within the Shawnee Mission School District.



## DRESS CODE

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

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

Students should dress as if they are going to a place of employment. Items such as midriff tops, pajamas or slippers, hats, headgear or hoodies would not be acceptable attire at work, and as such, should not be worn to school.

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

## ELECTRONIC DEVICES

- Cell phones are only to be used on campus before and after school or during lunch and passing periods. See the student planner for specific details. Items not picked up at the end of the school year will be donated to a social agency.
- Electronic Music and Video Devices are allowed on campus and may be used before school, between classes, during lunch, and in class with teacher permission. Failure to follow these guidelines will result in the device being confiscated.

## 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.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Fighting</li> <li>• Bullying</li> <li>• Theft</li> <li>• Profanity</li> <li>• Disrespect to faculty member or student</li> <li>• Cheating</li> <li>• Use or possession of tobacco/drugs/alcohol</li> <li>• Truant from class or campus</li> <li>• Damage/destruction to school property</li> </ul> | <ul style="list-style-type: none"> <li>• Disruptive conduct</li> <li>• Sexual harassment</li> <li>• Computer hacking</li> <li>• Hazing</li> <li>• Possession or use of weapons, chemical repellents</li> <li>• Other actions that threaten the safety or security of students or staff</li> <li>• Gambling</li> </ul> |
|---|---|

**DETENTIONS**

Students may be detained after school or asked to arrive before school for a 30 to 60 minute period of time for a conference with the teacher, to receive additional help, or to do class work assigned by the teacher. These detention periods serve as a consequence for actions committed by the student that are detrimental to the learning process. They serve as a point of emphasis helping the students who choose to ignore or disobey school policies may be assigned a detention period by a faculty member or administrator. Failure to serve this detention period will result in further disciplinary action.

**WEDNESDAY AND THURSDAY SCHOOL**

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

**EXCLUSIONS**

Exclusion of students involves removing the student from the classroom group for a minimal amount of time.

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

### **IN-SCHOOL SUSPENSION**

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

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

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

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

Students may be referred to a district suspension and expulsion committee hearing for either a long-term suspension of up to 90 school days or for expulsion not exceeding 186 school days. Students will not receive a passing grade or credit, may not be on school grounds, and may not participate in school activities during the duration of their long-term suspension or expulsion. By Kansas law, expelled students may not be permitted to enroll in other Kansas schools during the term of the expulsion. Students may be suspended or expelled for one or more of the following reasons:

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

### **TOBACCO & ELECTRONIC CIGARETTE USE (POLICY JCDA):**

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

### **DRUG –FREE SCHOOLS (POLICY JDDA):**

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

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

To view policy > [click here](#)

### **WEAPONS (POLICY JCDBB):**

To view policy > [click here](#)

### **GANG AND RELATED VIOLENCE**

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

### **CONTRIBUTING TO A DISRUPTIVE SITUATION**

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

### **DESTRUCTION OF SCHOOL PROPERTY**

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

### **BUS TRANSPORTATION**

Published rules and regulations pertaining to bus loading, conduct on the bus during the trip, obeying all school rules and regulations while on the bus trip or at the activity are to be followed. To help ensure compliance with necessary safety rules, video cameras may be used on school buses. Violations of bus regulations may result in the student receiving appropriate and prescribed disciplinary actions, which may include being removed from the bus and/or suspended from school.

### **HARASSMENT**

Discrimination on the basis of race, ethnicity, disability, religion, or sex in educational institutions will not be tolerated. Such behavior is inappropriate and in violation of Board Policy JCE (to view policy > [click here](#)). All complaints of harassment will be thoroughly investigated and resolved in a prompt and equitable manner. All complaints will be confidential, and reported to the appropriate authorities. Violations of this policy will be treated as serious disciplinary infractions and may result in suspension or expulsion.

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

To view policy > [Click here](#)

### **FRATERNITIES AND SORORITIES**

Student membership in a school fraternity or sorority is prohibited.

### **STUDENT INITIATION AND HAZING**

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

### **TRESPASSING**

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

### **DISTRIBUTION OF STUDENT NEWSPAPERS AND OTHER PUBLICATIONS (POLICY JHCA)**

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

### **SURVEILLANCE CAMERAS**

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

## VISITORS

Upon entering the building all visitors, including parents, must report to the front security office to secure a visitor's pass. Visitors wishing to attend classes will need to follow the directions below.

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

### Arranging for a visit:

- In writing, request a visit/observation and state your purpose for the request.
- Arrange a mutually agreed upon date and time through the building principal.
- The observation session will be planned so as not to create conflict with the teachers' and students' schedules.
- Visits/observations are limited to not more than 30-60 minutes per visit to avoid disruption or distractions in the classroom.
- The number of visits/observations will be limited to assure the least amount of disruption to instruction.
- The principal reserves the right at any time to ask the visitor to leave.
- The principal or designee reserves the right to refuse, cancel or change the observation time or duration.

### Conduct during the visit/observation:

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

**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 number is 1-877-626-8203.

**ACCEPTABLE USE GUIDELINES**

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

To view policy > [click here](#)

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

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

**SM SECURITY PROCEDURES**

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

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

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

**IMPORTANT PHONE NUMBERS**

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

**SM WEST CONCERN LINE**

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

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

The Kansas State Department of Education, in cooperation with the Kansas Highway Patrol, has established a school safety hotline. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. As you are aware, students usually have knowledge of potential school violence before it occurs. This hotline gives students the opportunity to **anonymously** report any potential violence. Personnel at the Kansas Highway Patrol will answer the hotline number. The dispatchers will get as much information about each situation reported as the caller wishes to relay. Upon receipt of a call, the dispatchers will notify appropriate law enforcement agencies and/or the office of the superintendent of schools depending upon the severity of the situation.

### **REPORT BULLYING**

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

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

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

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

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

### **PARKING GENERAL INFORMATION**

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

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

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

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

**To register a vehicle, you must have your vehicle's license plate number (or temporary tag).** The student parking fee for the school year is \$50.00. This fee is prorated at the end of each quarter. Permits that are lost will be replaced for \$50.00, or current prorated amount. Permits that are stolen will be replaced for \$10.00 with proof the theft was reported to police.



SM West Administration reserves the right to refuse authorization for parking to anyone. School parking lots are considered school property, therefore all actions, conduct, and behavior is governed by SMSD disciplinary procedures 24 hours a day, 365 days a year. If at any time a school official has reasonable suspicion that ANY vehicle located on school property contains items which violate any laws or school rules the vehicle may be searched or towed without warning. **Shawnee Mission School District is not responsible for theft or damage to vehicles or content.**

**PARKING RULES AND REGULATIONS**

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

**FINES AND CONSEQUENCES FOR PARKING TICKETS**

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

<b>1st Offense</b>	<b>\$10.00 Fine</b>
<b>2nd Offense</b>	<b>\$20.00 Fine</b>
<b>3rd Offense</b>	<b>\$30.00 Fine &amp; Call to Parent(s)/Guardian(s)</b>
<b>4th Offense</b>	<b>\$30.00 Fine</b>
<b>5th Offense</b>	<b>\$30.00 Fine &amp; Parking privileges revoked</b>

**\*Vehicles with No Permit or Not Registered will be fined \$30.00 for each violation.**

### **RESOLUTION OF PARKING TICKETS**

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

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

- HIDE – TAKE – LOCK. Hide your belongings, take your keys, and lock your car. Always keep your vehicle locked and windows closed. Do not leave valuables in plain sight such as cell phones, GPS devices, money, purses/backpacks, other valuables, etc. If possible, lock these items in the trunk or take them with you.
- Do not bring large amounts of money or valuable/irreplaceable items to school. Make sure your locker is always locked and the combination cleared. Do not share your locker combination with others. If you believe your locker combination has been compromised, contact the counseling office to request a new locker. If this is a gym locker, ask your P.E. teacher for a new locker or new combination lock. Report any lockers that are broken or malfunctioning to the office.
- Using expensive cell phones, iPods/MP3 players and other similar electronic devices at school in front of others is an invitation for someone to steal your property. It is recommended that these types of electronic items are left at home.
- Report any lost or stolen items to SMSD DRO/SRO immediately.
- Notify a teacher, staff member and DRO/SRO if you observe any suspicious activity on campus or if you believe a crime has occurred or will occur.
- The parking lots and surrounding streets are busy with traffic, especially before and after school. Be alert and cautious when backing up your vehicle. Watch for pedestrians at all times and always wear your seatbelt.

### **LOST OR STOLEN PROPERTY**

1. Check the "lost and found" in the front office. If the item(s) is not located in "lost and found", contact the DRO/SRO to file a lost/stolen property report.
2. You can get this form from the police office or the main office.
3. Report lost or stolen property as soon as the loss is discovered.
4. Be specific when describing the property that was lost or stolen. Serial numbers on electronic devices assist officers get the items back to the owner.

5. Items in the lost and found not picked up at the end of school will be donated to a social agency in the Overland Park community.

**RIGHT TO DENY ACCESS TO SCHOOL DISTRICT BUILDING AND GROUNDS**

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 building policies specifically applicable to each school. Such building policies shall be published annually in the school handbook and shall be posted at the school in a place visible to all who enter the premises.

Anyone who refuses or fails to leave the buildings or grounds of U.S.D 512 after being requested to do so by an authorized employee of U.S.D 512 shall be considered to be trespassing in violation of Kansas laws/code.

Students on out-of-school suspension are not to be on school property during the time of suspension. This includes any extra-curricular or co-curricular activity. Students with an abbreviated schedule must leave the building during their unscheduled class(es)

**ACTIVITIES**  
**PARTICIPATION—LEADERSHIP— SERVICE**

Students are encouraged to join and participate in the many extracurricular activities that are available at Shawnee Mission West High School. Participation in activities of interest enhances a student's education and provides an opportunity to work with other students toward mutual goals. Some of the activities include:

**STUDENTS SHOULD GET INVOLVED!!!!**

SM West offers the opportunity to participate in the following activities:

**ATHLETICS**

	<b><u>Boys</u></b>	<b><u>Girls</u></b>
<b>FALL</b>	Football Soccer Cross Country Yell Leading	Tennis Volleyball Golf Gymnastics Cross Country Cheerleading
<b>WINTER</b>	Basketball Wrestling Swimming & Diving Bowling	Basketball Cheerleading Bowling Wrestling
<b>SPRING</b>	Track Tennis Golf Baseball	Track Softball Soccer Swimming & Diving

Announcements concerning membership, meetings, and participation in these activities are made at the beginning of the school year. Students should watch/read the announcements or stop by the athletic office and **ASK!!**

A student must pass 5 classes the **previous** semester to be eligible for the **current** semester. During the **current** semester, the participant must be enrolled and passing 5 classes to remain eligible during the season. A student must be in good standing and be at school the full day to participate that night.

There is an athletic trainer at SM West High School daily after 3:00 pm to help treat injured athletes and help them to rehabilitate. Team doctors and/or athletic trainers are at varsity and some sub-varsity games.

It is possible for a student to letter in a sport or activity at any grade level. Junior Varsity participants earned numerals representing the year they graduate. The criteria for receiving a letter are determined by the individual sports and activities.

### **TRYOUTS**

Tryouts for fall sports begin in August. Winter sports tryouts are early November. Spring sports tryouts are late February or early March. Check the SM West calendar for exact dates. Students can be cut from tryouts. It is important for your student to let a coach know that they might be interested in different sports in the same season so that if they do not make one sport, they could still have a chance to try out for the other sport. A student can only play one sport per season.

### **PHYSICALS & CONCUSSION AND HEAD INJURY INFORMATION RELEASE FORM**

A Physical is required **BEFORE** a student can try out for any athletic event. The physical form must be completed by a physician in its entirety and on file in the main office prior to a student's participate in any athletic event. Also required before a student participates in tryouts is the Concussion and Head Injury Information Release Form. Both forms are good for the entire year.

### **PRACTICES**

Most practices are after school and a few sports do not start practices until 4:00 pm. Some sports may require practices over holidays/vacations such as Labor Day weekend, and winter and spring vacations. A student is responsible for his/her ride to and from practices. Most sports provide transportation to athletic events, but there are a few sports where parents must provide transportation.

### **WEIGHT ROOM**

Throughout the year, the weight room is open to all students wishing to take part. Students should check with their coach as to when the program will be available.

### **PEP CLUB**

The Pep Club sponsors all pep assemblies and make spirit posters.

### **PARTICIPATION FEE**

The payment of this fee will admit a student to regular season home activities. All students are required to pay this fee. The activity ticket must be purchased prior to the tryout.

### **CHEERLEADING**

Freshmen, junior varsity, and varsity cheerleaders and yell leaders tryout in the spring. Tryouts are judged by outside judges. The school provides the uniforms.

### **DANCE TEAM**

Tryouts for the Dance Team are in the spring. Students on the dance team will be enrolled in the "dance team" class.

### **STUDENT GOVERNMENT**

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

## **PARENTS SHOULD GET INVOLVED!!!!**

At the high school level, there are many different support groups available to parents who want to become involved in their child's education. The school encourages your participation! Please join those who have already made a commitment for 2021-2022.

### **SHAWNEE MISSION WEST PARENT-TEACHER-STUDENT ASSOCIATION**

The PTSA is a group dedicated to bringing the school and home into a closer relationship and providing the best possible school environment for our West students. The PTSA is a group that advocates for ALL SM West Students and is comprised of West administration, parents, students and teachers. It also is a branch of a larger organization, Kansas PTA and National PTA/PTSA who lobbies in Washington, D.C. on behalf of youth across the country.

As a part of the drug and alcohol abuse education programs, the PTSA sponsors activities to provide an opportunity for students to interact in a safe environment. The all school parties and Senior Sizzle are part of this program. Many West parents are needed as chaperones for these activities.

Students are encouraged to submit original work to two national competitions: The Citizenship Contest for freshman held in the fall and The National PTA Reflections Contest held in the early spring for all students interested in literature, photography, visual arts, and music. As part of our community involvement, hospitality is provided for Back-To-School Night and Heart of the West Week (held in February). Volunteers also provide staffing for the district clothing center for families with financial need. The SM West Landscape Committee is in its seventh year in beautifying the SM West grounds. SM West PTSA supports the faculty and staff by providing teachers' dinners on conference evenings, Teacher Appreciation Week activities, assistance at registration, and special mailings.

An organization as active as this unit needs everyone to help keep these programs vital. Please contact one of the PTSA board members to register your support for one of these programs that enhances the community of Shawnee Mission West. There will be four meetings during the academic year. Check the school calendar for dates.

### **PTSA BOARD MEMBERS 2021-2022**

<b>Co-Presidents:</b>	<b>Jessica Leslie</b> <b>Sean Campion</b>
<b>1st VP (Membership):</b>	<b>Kristy Campion</b>
<b>2nd VP (Ways &amp; Means):</b>	<b>Angie Gunion</b>
<b>3<sup>rd</sup> VP (Programs):</b>	<b>Kate Ampleman</b>
<b>Treasurer:</b>	<b>Darci Robinson</b>
<b>Secretary:</b>	<b>Christina Middleton</b>

### **THE SHAWNEE MISSION WEST ALL SPORTS BOOSTER CLUB**

Booster Club is an organization whose purpose is to support all of the athletic groups. It is composed of parents and friends of Shawnee Mission West sports. Funds from Booster Club memberships and program ads are used to enhance the already strong athletic program at West by providing equipment and supplies above and beyond those that our district's budget allows. General meetings are held quarterly.

Co-Presidents: Brinda and Rex Swanson

**BAND AIDES WEST**

Band Aides is a parent involvement, fundraising and support group for all instrumental music groups at Shawnee Mission West. Meetings are held one Tuesday of every month at 7:00 PM.

Co-Presidents: Brian Parkhurst and Dawn Schnake.

**DANCE TEAM BOOSTER CLUB**

A support group made up of parents of the dance team members. Meetings are held once a month.

**PRESTO**

Our mission is to provide financial and volunteer support to the West Area Orchestras. PRESTO funds purchases of sheet music, orchestra room equipment and supplies, as well as instruments. We award scholarships annually to graduating seniors and provide support with chaperones, uniform care, communication with parents and assistance to the Director.

Presidents: Denise and Scott Gambill

**SPOTLIGHTERS**

A parent group dedicated to the support and advancement of the SM West Theatre Arts programs and choirs. This group is devoted to building upon the excellent heritage of choral music education and the continued education and advancement of the Thespian troupe. Meetings will be held periodically.

Co-Presidents: Courtney Moffitt and Erika Copp

**REMEMBER - SCHOOL IS WHAT WE MAKE IT!!!**

Make it a point to attend the various West events and activities even if you do not have a student participating.