

SHAWNEE MISSION WEST HIGH SCHOOL
HANDBOOK



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

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 approximately 1,600 students with a staff of more than 180 dedicated educators and support personnel.

Mission Statement

We will create an equitable and caring environment with high standards to promote student success.

Our SM West Staff, Students and Community members worked together to create sets of commitments that will help guide our experiences here at Shawnee Mission West.

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

Staff Collective Commitments

- We commit to developing relationships and partnerships with students, staff, and families.
- We commit to learning collaboratively rather than in isolation.
- We commit to teaching all curricula to meet the needs of all students.
- We commit to developing and implementing common assessments to help us collect data to drive instruction.

Collective Commitments of the SM West Students

RELATIONSHIPS	ENGAGEMENT (ACTIVE)	ADVOCACY	POLICIES
Treat others as you would like to be treated	It's not just about being physically present; you must be mentally present.	Communicating with adults when you are absent or having a tough time focusing.	Leave this place better than you found it.
We all have bad days, let a trusted adult help out through it: keep the bad day from affecting others around you.	We're human so it is impossible to be on 24/7, 100%, but always try to do your best.	Be willing to work hard through the difficult times. Learning is about growing out of your comfort zone. Mistakes and failures are how we learn. Learning comes with struggle. Persist. Persevere. Have grit and determination.	
Be willing to ask for help when you need it. Seek out your teachers or staff before and after school or during Seminar if you need extra help.	Own your schedule; choose classes that will lead you to your goals and that you enjoy.	Create habits that keep you organized and support good time management skills.	

Collective Commitments of the SM West Community

RELATIONSHIPS	ENGAGEMENT (ACTIVE)	ADVOCACY	POLICIES
Parents have a responsibility to be informed by following effective means of communication and to build relationships at West and at feeder schools.	We support engagement and reaching out to community stakeholders.	Parents should prioritize education.	We promote and support the positive aspects of SM West and public education with the community.
We commit to help students build relationships with business partners, community members, counselors, teachers, parents and employers	Encourage executive function skills as it relates to building relationships and effective communication skills.	Parents should support and advocate for your student academically, socially, emotionally, physically, and with extra-curricular activities.	Parents should respect, support and uphold district and building policies.
We commit to meet people where they are at with emotional and mental support and involvement			

MONDAY

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



5th Block Lunch

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

TUESDAY

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

Announcements	9:20-9:30
Advisory	9:30-9:55
Seminar	9:55-10:55

4th Block Lunch

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

WEDNESDAY

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

5th Block Lunch

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

THURSDAY

LATE START- PLC	7:30-8:30	60
2 nd Period	8:40-10:15	95
8 th Seminar	10:20-10:55	35
4 th Period	11:00 - 1:00	90
6 th Period	1:05 - 2:40	95

4th Block Lunch

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

FRIDAY

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

5th Block Lunch

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

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**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.

[SMSD Attendance Policies – High School Handbook – Begin Page 5](#)

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.

EXCESSIVE ABSENCES

Students with excessive absences are at risk of losing credit and/or not mastering grade level standards. 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 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 brings a doctor's not documenting the reason for the absence.
- Any time students or parents are concerned about an attendance violation, the student is encouraged to contact the teacher or building administrator for clarification.

SHAWNEE MISSION WEST HIGH SCHOOL

ATTENDANCE MATTERS

Missing a day of school here and there may not seem like much, but absences add up.

<p>When a student misses 2 days a month..</p> <p>They will miss <u>20 days</u> a year.</p> <p>They will potentially miss <u>30 hours of Math</u> over the school year.</p> <p>They will potentially miss <u>30 hours of reading and writing</u> over the school year.</p>	<p>When a student misses 4 days a month..</p> <p>They will miss <u>40 days</u> a year.</p> <p>They will potentially miss <u>60 hours of Math</u> over the school year.</p> <p>They will potentially miss <u>60 hours of reading and writing</u> over the school year.</p>
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HALL PASSES

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

Cell Phone/Personal Electronic Devices

SMSD is committed to providing highly effective and consistent learning spaces across the district. During instructional time, the personal use of cell phones and other electronic devices that are not district-issued is prohibited unless explicitly permitted by school staff. Medical exemptions may be applied. Initial violations will fall under the Discipline Matrix as a Level 1 offense. Subsequent violations will result in progressive disciplinary action.

CAFETERIA – FOOD SERVICES

[SMSD FOOD SERVICES WEBSITE LINK](#)

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

Students may buy their lunch from school-designated vendors or bring their lunch from home in the morning and eat in the cafeteria or on the bridge during their assigned lunch period. Shawnee Mission West does not allow for fast food deliveries to students during the school day. Students must remain on campus during lunch. Special privileges for open lunch are given to Seniors whose parents complete the google form to give permission. This privilege doesn't begin until after Labor Day.

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.

HEALTH INFORMATION

[SMSD HEALTH SERVICES LINK](#)

SCHOOL NURSE: Ms. KIM TENNISSEN

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.

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

Families are encouraged to use Skyward to monitor attendance and grades.

Skyward is the platform that West will use for the most accurate grade information. Students may also see grades in the Canvas platform, but that platform is just a snapshot and not necessarily verified.

⇒Get to Know Skyward Family Access [video] [CLICK HERE](#)

⇒Steps for translating Family Access to another language [CLICK HERE](#)

⇒Pasos para traducir a Acceso de Familia a Español [HAGA CLIQ AQUI](#)

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.

- 1st Qtr – October 19th
- 2nd Qtr – January 5th
- 3rd Qtr – March 22nd
- 4th Qtr – June 3rd

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 will complete and sign locker request and guidelines form.
- **Students should keep their lockers locked.**
- 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.

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.

DISCIPLINE

[SMSD STUDENT HANDBOOK BEGINNING ON PAGE 7](#)

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.

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

[Policy Code IIBF in the Board Docs Policy Site Link](#)

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 85th 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.**

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

***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. Always watch for pedestrians 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 (complete the report and return to DRO/SRO)
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)

DISTRICT PARENT HANDBOOK

The SM West Parent Handbook represents information that may be unique to SM West Students and does not necessarily include all of the policies and procedures for students. Please refer to the Shawnee Mission School District Parent Handbook for a comprehensive manual of rules and policies.

[Shawnee Mission School District Parent Handbook Link](#) – English Version

[Shawnee Mission School District Parent Handbook Link](#) – Spanish Version

Below is the image of that documents table of contents from the District Parent Handbook.

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