

ASPEN GROVE ELEMENTARY SCHOOL
FAMILY HANDBOOK



Message from Dr. Anderson

Dear Aspen Grove Families,

Welcome to Aspen Grove Elementary School! As we embark on this journey of opening a new school together, the Aspen Grove staff and I extend a warm welcome to you and your family. We thank you for trusting our dedicated team to partner with you for a successful school year.

The Aspen Grove Family Handbook is a resource designed to provide helpful information highlighting Aspen Grove practices, policies, procedures and general school information. You may wish to refer to the handbook to answer general questions about our school. This handbook remains a work in progress and may be updated from time to time. Therefore, if you have any suggestions for helpful updates, please let me know.

There are three foundational pillars that are the cornerstone of Aspen Grove - Connectedness, Community and Educational Excellence. These pillars guide our focus and are cemented in every decision we make. In addition, we have three big expectations at Aspen Grove - Be Kind, Be Safe and Be Responsible.

We believe that being connected in a school family is an essential component to ensure students are engaged in their learning. It allows them to feel safe, grow confident as individuals, feel loved and a sense of belonging. Being connected in a school family creates more opportunities for students to explore their curiosity, tap into their strengths and talents as well as discover their interests, passions, and the world around them. To that end, we believe in the power of connectedness for ALL of us in our school family - students, staff and families.

We believe in educating the whole child and growing children for their future. This mighty endeavor takes all of us to create a learning environment where students can reach their optimal potential in a safe and respectful place. We have policies and procedures in place to provide a learning environment most conducive to the whole-child growth and success.

I personally believe communication between home and school is essential in ensuring the best possible education for students. To be successful, communication must be two-way, where families and staff work together collaboratively, and it should occur openly and frequently. I encourage you to communicate with me or the staff by telephone, e-mail or in person. I value your involvement, including your suggestions, concerns, and celebrations.

Thank you for embracing the Aspen Grove team in your child's educational journey. We look forward to working with you this school year to ensure an enriching and rewarding experience for your child.

Sincerely,



Gretchen Anderson, Ph.D.

Principal

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ASPEN GROVE ELEMENTARY SCHOOL

A School With Heart

Blue Valley Mission Statement

The mission of the Blue Valley School District, committed to Reimagining Learning and Changing the World, is to ensure life readiness and personal excellence for all students through a school culture characterized by EXEMPLARY EDUCATORS - SAFE AND INCLUSIVE ENVIRONMENTS - AN ATMOSPHERE THAT FOSTERS CREATIVITY AND MEANINGFUL EDUCATIONAL OPPORTUNITIES to maximize the potential of ALL.

Aspen Grove Vision Statement

It is our vision to cultivate a safe, inclusive and joyful learning community in which every child feels empowered to achieve full potential as a life-long learner.

School Facts

Established	2023
Schools Colors	Green and Blue
School Mascot	Foxes
Approximate	Enrollment 150

Important Phone Numbers

School Office: 913-456-2500	School Nurse Fax: 913-456-2549
Attendance Line: 913-456-2505	Counselor: 913-456-2517
School Fax: 913-456-2548	Library Media Center: 913-456-2506
School Nurse: 913-456-2513	Cafe: 913-456-2503

School Hours

Kindergarten through Grade Five - 8:40 am-3:45 pm
Staff Hours - 8:15 am-4:00 pm

Aspen Grove Elementary School

A School with Heart

Three Foundational Pillars

- ★ Connectedness
- ★ Community
- ★ Educational Excellence






Vision

It is our vision to cultivate a safe, inclusive and joyful learning community in which every child feels empowered to achieve full potential as a life-long learner.

Mission

It is our mission to foster a mindset to thrive through curiosity and critical thinking as we provide exceptional learning opportunities to grow builders of the future. We believe that a school family with heart nurtures a safe and joyful community that cultivates confidence through trusting relationships and genuine connections.

Core Beliefs

-  We believe in a school family that fosters love and respect for others.
-  We believe that children can find joy in learning and growing together.
-  We believe that the school climate will encourage a love of lifelong learning.
-  We believe in building a safe community that makes all children feel included and involved.
-  We believe in children. Their opportunities for educational excellence are at the heart of everything we do.

Big Expectations

- ★ Be Kind
- ★ Be Safe
- ★ Be Responsible

School Pledge

I am part of the AGE family. This family is special, and I belong here. It is my job to believe in myself, work hard and spread kindness. Today is a great day to do it the AGE Way - Be Kind, Be Safe and Be Responsible.

Arrival and Dismissal

Bicycles

All bike riders must wear helmets. Bike racks are located on the south west side of the building. Bike riders must stop riding when they reach school property and walk their bikes to the bike racks.

Bike riders are dismissed with walkers. Please remind your children to yield to pedestrians. It is recommended that parents/guardians accompany students of all ages on a “practice ride” to and from school to make sure they understand the rules.

Bus Riders

Bus service is provided free to students who live more than 2.5 miles from the school. All others must pay a fee for bus service before and after school. Bus service is provided by Durham School Services. They may be contacted for additional information at (913) 681-2492.

Car Line Arrival

Car line for students in K-5 begins at 8:30 a.m. to allow staff members to supervise the safe arrival of the children. Please follow the car line procedures listed below to ensure a safe and efficient car line for all.

- For morning drop-off, vehicles will enter the **East** entrance, go straight into the driveway which circles around the back of the school and loops around to the **South West** side of the building. The students will exit vehicles once the vehicle has reached the silver balusters. *Absolutely no drop-off for K-5 students is allowed on the **South East side** in front of the school .* This is reserved for buses, taxi cabs, daycare vans and Early Childhood students.
- Enter the **East** drive using the **first** (East) entrance and pull as far around the ring drive as possible; do not leave gaps between cars.
- During **drop-off**, we will unload approximately 15 cars at a time – please watch for directions from the staff on duty. Please do not get out of your car. *All students must exit on the curb side.* If you have a unique unloading situation, please pull to the first spot in the unloading zone.
- Parents and Guardians should remain in the car to keep the line flowing smoothly.

Car Line Dismissal

- **Car line dismissal for K-5 students begins at 3:45 p.m. The West drive will be used for dismissal.** Car line dismissal will begin around 3:45 p.m. or after all walkers are released from the building.
- Students will queue up in the front foyer at the end of the day. Students will be called to the loading area via hand-held radios by a staff member on duty.
- **It is mandatory that all drivers place a sign in the window with the last names, first names, and grade levels of all students in the carpool** to expedite the dismissal process.
- All drivers must remain in their cars during pick-up. Do not attempt to park in the parking lot and cross the car lane on foot to pick up your child.

- Always use seat belts. The Overland Park Police Department will be conducting random checks during arrival and dismissal at all schools and will issue tickets if children are not properly restrained.
- Parents and Guardians should remain in the car to keep the line flowing smoothly.

Change in Transportation or Dismissal

For the safety of your children, if there is a change in the regular mode of transportation, parents must inform the school prior to 3:00pm.

Severe Weather Dismissal Procedures

Check the weather in the morning. If rain is predicted and you do not want your child to walk home, notify the school office of your child's change in dismissal. It is also good practice to send an email to the classroom teacher notifying him/her of a change in dismissal. (Calling the office late in the day is *not* a good option and may result in confusion for your child.) If we do not receive a transportation change, we will dismiss your child via his/her regular plan. If your child is a car rider, please send appropriate rain gear (jacket with hood or raincoat); we will dismiss as usual unless the rain/storm is prohibitive.

In case of **significant rain**, walkers will be held in the building until the rain lessens. Parents of walkers are encouraged to team up and have a designated walker come to the school to pick up groups of students.

In case of lightning in the area (within a 15-mile radius as noted on our lightning detector system), students will be held in the building until an all-clear is issued. If there is a severe storm (or tornado) **warning**, all students will be held in the storm shelters (interior hallways) until the warning has been lifted. Parents/guardians who come to pick up students during a **warning** will be asked to wait with us.

Walkers

We ask parents/guardians to require your child to have at least one walking buddy. If younger students miss their walking buddies at the end of the day, your student is to return to the office and we will call home or your emergency contact to assist. No student may remain on campus at the end of the day to play on the grounds. Each student must go directly home. Our playground is reserved for the YMCA through 5:00 p.m. If you wish to use the equipment with your child, please do so after 5:00 p.m.

Y-Club

The YMCA offers a before and after school childcare program in our café for parents who need to have their child(ren) at school before 8:30 a.m. and/or after 3:45 p.m. For more information and rates, contact the Johnson County YMCA at 913-345-9622.

Student Health Information

Accidents/Illness/Medications

If your child is injured or becomes ill at school, you will be contacted to pick him/her up at our nursing station. The phone number for our nurse's office is 913-456-2513. It is imperative that you keep all work, home and emergency phone numbers current at the school. Please call the office (913-456-2500) with any changes or updates. All medication to be taken at school must be left in the nurse's office and must be in the original prescription container. "Over the counter" medications such as cough drops, throat spray, acetaminophen, cough syrups and topical ointments may be administered with a signed permission form from the parents.

Attendance

School attendance is essential to good classroom performance. However, for the welfare of your child and others, please keep your child at home if signs of illness are evident. Please call the school if your child will be absent or arriving late. Absences are coded "excused" after the school has been notified. We will contact parents of unreported absences within the limitations of phone service.

In case of absences of 2 days or more, you may request your child's make-up work. Please be aware, many classroom experiences cannot be made up through make-up work.

Late Arrival or Absences

If your child is going to be absent or late to school, call the school absence line at 456-2505 before 9:00 a.m. or complete the absence form information on the school's website located in the Parent Section called "Report an Absence". If you leave a phone message, include your child's name, grade level, teacher, reason for absence and a parent's daytime phone number. Parents/guardians will be contacted regarding students who are absent from school and have not left a message or completed the online form to report an absence.

If your child arrives late, you must come to the office and sign your child in for the day. It is not necessary to escort your child to the classroom.

- Absences are coded excused after the school is notified by the parent and given a reason for the absence. Otherwise, the absence is coded as unexcused. Students are not permitted to call in their own absences.
- Students are considered tardy if not in their classrooms by 8:35 a.m.
- Students are coded absent for the morning if not signed in by a parent before 10:00 a.m. Students are coded absent for the afternoon if signed out by a parent at 2:00 p.m. or before.

District Illness Policy

- Rashes: Rashes of unknown cause should be seen by a physician to determine the diagnosis. A rash could be as simple as an allergic reaction or an indication of a more serious illness. Students should remain home until the cause is determined. If the rash is due to chicken pox, the student should remain home according to state law for 7 days after the rash appears.
- Sore Throat: Children should stay home until fever is gone and symptoms are only mild. The appearance of the child should also be taken into consideration. If the child is ill,

lethargic, etc., he/she cannot learn. If the child is coughing, this can also disturb and spread illness to other students.

- Fever: If any child has a fever of 100 degrees by mouth, the child should stay home and should remain fever free for 24 hours before coming back to school.
- Pink Eye: Infection of the conjunctiva or “white” part of the eye - students should remain home for 24 hours after treatment by physician.
- Diarrhea: With very loose or frequent stools, children should remain home until free of diarrhea for at least 24 hours.
- Vomiting: Children should stay home for 24 hours after the last vomiting occurs. If a child vomits at school, a parent will be called to pick up the student.
- Impetigo: The student must receive medical treatment and open wounds should be covered.
- Lice: The student must be lice and nit free prior to re-entry to school.
- Chicken Pox: Must be completely scabbed over, and checked by the nurse.

Nursing Services

A full-time R.N. is available to students to administer first aid, medications and provide health education.

If your child requires prescription medication while at school, we must have a physician's order to give that medication. A new physician's order is required if any changes are made in medication or dosage and also each new school year. Prescription medication must be sent in the original bottle. Over the counter medications can be given if a parent has a signed consent form (available from the nurse or the office).

Non-prescription medication from home must be in the original packaging, clearly showing the dosage by age, the ingredients and the expiration date.

A written consent with specific instructions from a parent/guardian must accompany the medication. Only FDA approved substances will be given and only for the purpose for which they are approved.

If you have any questions, please contact the school nurse at 913-456-2523.

Nut-Safer Procedures

Blue Valley School's Nut Safer Guidelines will be implemented throughout the school year including during school parties and daily snacks. Please refer to the following BV Guidelines for more information. The complete Nut Safer list of foods can be found on the [school website](#).

The following instructions are in place in order to provide a “Nut-Safer” environment for students with life threatening allergies:

- To reduce the possibility of cross-contamination contact, foods brought into school for special events must be purchased in stores and not be homemade products.
- **The key to avoiding a reaction is reading the ingredient label at the time of consumption. All items provided must be individually packaged with a complete imprinted ingredient label. If a product does not have a label, a student with a food allergy should not eat that food.**
- It is the responsibility of the parent/guardian to provide a safe snack supply that will be stored in the classroom for the food allergic student.

We ask all parents to choose from this list of brand specific foods when selecting class snacks. By limiting the type of food entering the school, we will be better able to provide a safer

environment for our children with nut food allergies, other health conditions, and encourage healthy eating.

If you have any questions, please contact our school nurse, Mrs. Eaton, at 913-456-2523.

Student Insurance

The Board of Education makes a Student Accident Insurance Policy available to all regularly enrolled students in the District. In this age of soaring medical costs, it may be worth your consideration to purchase a low cost accident policy for your child. Application forms are available upon registration and throughout the year in the office.

If you have any questions, please contact our school nurse, Mrs. Eaton, at 913-456-2523.

School Safety

We will continuously strive to keep our school safe for each child. You can help! Throughout the school year, please emphasize the following to your children:

- Do not bring dangerous objects to school.
- Weapons and weapon look-alikes are prohibited on school campuses at all times.
- Do not approach strangers or any vehicles; report suspicious incidents to the office.
- Cross streets at corners or crosswalks only.
- Go directly home after school dismisses.
- A note is required if the student is going home via different transportation means, (i.e. the bus, student is walking home with a friend).

Weapons/ Weapon-Like Devices

Possession on School Property: Board Policy 35-16 addresses the possession of a “weapon” or a “weapon-like device” on school district policy. It is essential that both parents and student realize that this policy applies 24 hours a day, 7 days a week, 365 days per year, (even during the summer or other vacation times). Students who possess such items on district property at any time can suffer district expulsion or other appropriate school consequences. Depending on the issue the law may also be involved. The lesson here is to never bring a weapon or weapon-like device on to school property. Per Board Policy 35-16, “weapon-like devices” include, but are not limited to: any facsimile weapon, pocket knife, box cutter, antique firearm, Class C common fireworks, etc. This does include pellet guns, b-b guns and paint guns.

Sexual Harassment

The Board of Education believes that all students and employees are entitled to work and study in school-related environments that are free of sexual harassment. Therefore, sexual harassment by any officer, employee, student or other person having business with the District is prohibited. Sexual harassment is defined as sexual advance, request for sexual favor, or sex-based behavior that is not welcomed and not requested.

Examples of sexual harassment include, but are not limited to, unwanted attention of a sexual nature; continued or repeated unwanted sexual flirtations; advances or propositions; continued or repeated unwanted attention of a sexual nature; continued or repeated unwanted remarks about an individual’s body; sexually degrading words used toward an individual or to describe an individual; the display in the school or work place of sexually suggestive actions, gestures, objects, graffiti or pictures.

A student who believes that he or she has suffered sexual harassment, or his or her parent or guardian, may report such matter to a building administrator, nurse, counselor, or teacher. If a nurse, counselor or teacher receives a complaint from a student or parent, he or she will notify a building administrator as soon as possible. Students or their parents may also notify a district level administrator in Educational Services.

- Reports of sexual harassment received from other sources will also be investigated.
- After completion of an investigation, if the investigator determines the claim of sexual harassment was made maliciously, disciplinary action will be taken.
- Retaliation against a person who reports or testifies to a claim of sexual harassment shall be prohibited. Any retaliation shall itself be viewed as an instance of sexual harassment, subject to the provisions of this policy.

Inclement Weather Procedures

Weather conditions or other emergency situations occasionally make it necessary for the superintendent to close schools. School closings due to weather are announced on most major radio and TV stations by 6:30 a.m. and will be displayed on the district's website at www.bluevalleyk12.org.

If the weather conditions are dangerous, i.e., severe lightning, blizzard conditions, etc., at the 3:45 dismissal time, all walkers will remain inside the school and will not be allowed to walk home unsupervised until weather conditions improve (bus, daycare riders and YMCA students will be dismissed).

Safety Intervention Information

Schools in the Blue Valley School District comply with the BV Policy 3522 "Emergency Safety Interventions (ESI).

Click the following link to find more information about ESI. [ESI Link](#)

Emergency Procedures

The structure of Aspen Grove was designed with safety as a primary goal and as such meets ICC 500 storm shelter requirements. As part of our safety preparedness plan, everyone on campus will take proper shelter during tornado warnings. Students will not be permitted to leave campus until the tornado warning has expired.

Other safety procedures including fire drills and shelter in place is part of the Crisis Response Plan. Drills are practiced routinely during the school year as we believe preparedness is essential in responding to an emergency situation.

Café Information and Food Services

Lunch Information

We believe the Aspen Grove Café should be a comfortable, inviting and an enjoyable place for all. It is our goal to create a restaurant-type atmosphere where children and adults socialize and enjoy healthy and nutritious food. For all classes, lunches are 30 minutes in length. Children can bring their lunch from home or purchase lunch at school.

Lunch is available at school with hot or cold entrees options or a peanut butter and jelly sandwich. Fruit and vegetable selections vary daily. White and chocolate milk and 100% fruit juices are available as beverages. Breakfast is also available in the cafeteria at 8:30 a.m.

There is no refrigeration or microwaves available for students who bring lunch from home.

Menus and meal process can be found on the District website:

<https://district.bluevalleyk12.org/ParentsAndStudents/Pages/FoodNutrition.aspx>.

Lunch Payment Methods

Lunches can be pre-paid with Parent Vue through the Blue Valley website www.bluevalleyk12.org using either your parent online ID number or your student's ID number. Contact the school office at 456-2500 to obtain either one. If you have more than one child at school, the children will use one account to pay for their lunches. A notice is sent (either on paper through your child's backpack or via e-mail) when the account balance is low. Non-electronic payments may be sent to school in an envelope listing the student's first and last name, and the words "Lunch Money" written on it.

Checks should be made payable to Blue Valley Food and Nutrition Services or BVFNS.

Lunch Visitors

Adult visitors may join their child for lunch on any day. We request that parents/guardians **notify the office in advance of special visitors such as grandparents, aunts/uncles and other special guests**. Visitors may bring in lunch or purchase a school lunch. Visitors should sign in at the office and get a visitor's sticker. If the visitor is not on the emergency contact list, ID will be verified. Visitors will enjoy lunch with their child only at a special visitor's table.

Nut Safer Seating

Blue Valley School's Nut Safer Guidelines will be implemented throughout the school year including during school parties and daily snacks. Please refer to the following BV Guidelines for more information. The complete Nut Safer list of foods can be found on the school website [click here for details](#). Nut safer seating options will be available daily.

Education Programs and Services

Art

Students will participate in the Aspen Grove Art Program 55 minutes per rotation schedule.

Counseling

Aspen Grove has a full-time counselor who provides individual and group counseling, presents information to classrooms or other large groups, and consults and collaborates with teachers, staff, and parents. The counselor promotes effective communication between school, home, and the community about guidance lessons, virtue-related programs, and other special projects and initiatives. The counselor refers students and families to in-district and/or community resources and agencies if needed.

The elementary counselor coordinates the delivery of the K-5 counseling curriculum which consists of personal, social, academic and career domains. The counseling curriculum focuses on such skills as acquiring and using self-knowledge, interpersonal skills, decision making, goal setting, personal safety, and career development.

Library Media Center

Our library media program provides a variety of opportunities to integrate technology and to foster literacy throughout all grade levels. It provides opportunities and resources for problem solving and inquiry. The library works collaboratively with classroom and special area teachers to bring enrichment to the curriculum.

Students have the opportunity to check out books on a weekly basis with their classroom as well as on an individual basis. Check with your student's classroom teacher for their check out day.

Music

Music instruction as well as preparation of musical performances are the focus of the program. Classes meet for 60 minutes during the rotation schedule.

Physical Education

Classes meet for 60 minutes during the rotation schedule. Health and a variety of physical activities are taught.

All children need to dress appropriately for PE class. This includes having your child wear pants or shorts (no dresses or skirts please) that are weather appropriate. Please be sure students wear athletic shoes on their PE days. There are many different activities where your child could be injured if they are wearing sandals, boots, or other footwear. All children are responsible for coming prepared to participate in all activities unless they have a doctor's note excusing them from the activity. There will need to be a doctor's note for the child to return to activities as well.

Spanish

The Elementary Foreign Language Program at Aspen Grove initiates Spanish language instruction for children Kindergarten through 5th grade. Classes meet for 60 minutes of instruction during each rotation.

The Spanish program emphasis is on listening, speaking and reading skills that promote literacy and academic success as well as cultural awareness.

Strings

This activity is available to 5th grade students. Students will bring home information regarding this program shortly after school begins.

Education Services

Individual Education Program

Individualized Education Programs (IEPs) are established for students who require special education assistance. Parents who have concerns about their child's performance in school should first discuss those concerns with the classroom teacher or school counselor. The classroom teacher or school counselor can initiate school interventions as appropriate which may or may not lead to a special education referral.

Special Education Council

Blue Valley School District has a Special Education Council aimed at supporting parents of children who are either experiencing learning difficulties or who are gifted. The council is comprised of a parent representative from each school in the district and Blue Valley staff members.

The Special Education Information Line is 913-239-4272.

General School Information

Back to School Events

Back to School Night is the grand kick-off to the school year and is generally held one to two days prior to the start of school. At this fun event, students meet their teacher, see friends and are engaged in fun activities around the school.

School Information Night is held in the evening generally during the first two weeks of school. Parents (Parent only – No children), as a group, attend a half hour session to meet their child's teacher in their classroom to get an overview of the year and what is expected. Generally, two sessions are held so parents with more than one child can meet all the teachers. This is also where parents will have the opportunity to sign up for classroom events during the school year: classroom party assistants, party snacks and crafts, chaperone volunteers for field trips, etc.

Bullying Prevention

The Aspen Grove learning community believes all students deserve a safe and respectful school in which to learn and grow. The Aspen Grove School Learning Plan consists of goals that focus upon the whole child and houses the Wolf Springs Anti-Bullying Plan. This plan has been designed in accordance with state and federal standards and includes a multi-faceted approach such as school-wide education, prevention strategies and practices.

Cell Phones, Smart Watches and Other Personal Technology

Elementary School Cell Phone and Associated Personal Technology Guideline

In an effort to provide the most effective learning spaces possible, the following guidelines are in effect concerning personal cell phones and associated personal technology devices (CP/PTD) at the elementary school level:

- CP/PTDs are defined as any device designed for personal communication, digital information transfer, or electronic gaming/play.
- CP/PTDs are not allowed to be in use by elementary school students during the school day. The school day is defined as anytime the student is on campus property on a day in which school is in session.
- CP/PTDs are to be kept in backpacks out of sight and are to be powered off.
- Should the need arise for a student to contact parents during the school day the main office phone or the classroom phone should be used for such a call.
- Should the need arise for parents to contact their child, the main office phone should be used for such a call.
- CP/PTDs may be used by the student only at the request of the classroom teacher or other staff member.
- CP/PTDs used to monitor identified student health needs such as blood sugar levels are allowed and must be approved by the principal.

Communication

School-Wide Communication

Each week, families will be sent a school-wide eNews with a calendar of events, special announcements and news from Dr. Anderson.

Classroom Communication

Classroom teachers will communicate on an on-going basis with all families. Unless it is urgent, teachers are not interrupted during instructional times. You may either email the teacher or call the office to have a message taken and the teacher will contact you at the earliest possible time.

Contact Information

During the registration process, all parents and guardians provide their contact information. If your contact information should change throughout the school year (home phone, work phone, cell phones, emergency contacts, etc.), please make updates in the My Account section in Parent Vue or notify the office of these changes as soon as possible.

Dress Code

Students are expected to dress neatly and appropriately in a manner that contributes to a positive, healthy environment. In instances where attire may be disruptive or distract from the goal of education, the principal may recommend modifications. Parents will be contacted in these instances. Specifically, we discourage students from wearing midriff tops, t-shirts with unacceptable logos or slogans; “off the shoulder” shirts, “spaghetti” strap tops, or clothing that is excessively torn or dirty. Generally, hats are for outdoor wear only. Tennis shoes are required for all students participating in physical education classes.

Field Day

Field Day is a fun event held at the end of the school year for all students at Aspen Grove. Different types are designed to encourage physical participation, teamwork, school spirit and fun. Students will need P.E. clothes and tennis shoes for these active events. Parents are responsible for putting sunscreen on their children if this event is held outdoors.

Field Trips

Field trips occur periodically throughout the year. Classroom trips are in conjunction with curricular objectives and are designed to be fun and educational.

Heat/Cold Guidelines

We consider it important for children to have an opportunity to play outdoors during the day. If a child is to remain inside for health reasons, we must have a note. Because of the role humidity plays in this area, it is difficult to give an exact degree setting at which we keep students in the building rather than outside for recess or Physical Education. The following guidelines help us monitor student participation in outdoor activities: If the temperature/heat index reaches 100 degrees, recess and P.E. will be held inside. Temperatures upwards of 95 will be monitored i.e. recess may be shortened or held indoors.

If the temperature/wind chill is at 10 degrees or below, students will be kept inside. If the temperature/wind chill is between 10-20 degrees, then outdoor activity will be limited; students will not be allowed outside without warm clothing/coats.

Lost and Found

A box for lost articles is located in the café. Students or parents may check the box at any time for lost articles. Marking your child's clothes, lunch boxes, and personal items is the best way to assist in locating your child's items.

Media Permission

Upon a student's enrollment in the school year, parents shall be asked for consent for their children's appearances (interviews, video depictions and still photographs) in district-sponsored media, and for interviews and photographs arranged by the district for publication by the public news media.

The consent required by this policy shall be obtained through the Student Enrollment Form.

"District-sponsored media" shall include district and school print publications, district television programming and district or school Websites, but shall not include "student publications" as defined by K.S.A. 72-1506. Pursuant to Kansas law, student editors of student publications are responsible for ensuring that appropriate consent has been given by persons who appear in student publications.

Nut Safer

Blue Valley School's Nut Safer Guidelines will be implemented throughout the school year including during school parties and daily snacks. Please refer to the following BV Guidelines for more information. The complete Nut Safer list of foods can be found on the school website, [click here for details](#).

The following instructions are in place in order to provide a "Nut-Safer" environment for students with life threatening allergies:

- To reduce the possibility of cross-contamination contact, foods brought into school for special events must be purchased in stores and NOT be homemade products.
- The key to avoiding a reaction is reading the ingredient label at the time of consumption. All items provided must be individually packaged with a complete imprinted ingredient label. If a product does not have a label, a student with a food allergy should NOT eat that food.
- It is the responsibility of the parent/guardian to provide a safe snack supply that will be stored in the classroom for the food allergic student.

We ask all parents to choose from this list of brand specific foods when selecting class snacks. By limiting the type of food entering the school, we will be better able to provide a safer environment for our children with nut food allergies, other health conditions, and encourage healthy eating.

Parent/Teacher Conferences

Parent/Teacher conferences are held twice per year, once in the fall and once in the winter. Sign-up for conference times will be scheduled with the classroom teacher.

PTO

The Aspen Grove Parent Teacher Organization is a volunteer group made up of parents and staff members whose common goal is to enhance the learning environment of the students at the school. Many different functions are sponsored by the PTO and may include school supplies, special school events and purchases made for teachers for our school building that

will benefit the entire school community. All parents are encouraged to attend the PTO meetings and know that suggestions are welcome.

Room Volunteers

Each classroom has a volunteer parent/parent(s) that act as the coordinator of events between the teacher and the parents. The room parent(s) organizes the classroom parties including crafts, games, and snacks; the staff appreciation lunch for the grade, and any other parent-related effort that the teachers require. The room parents are not given any money from the PTO budget and all parent - related items (food, drinks, crafts) are donated by the parents.

School Directory

PTO distributes a directory to the families who join PTO.

School Parties

There are three parties scheduled and arranged by the teacher and room parents: Fall, Winter, and Valentine's Day. At the fall party the students can dress in costume (changing at school into costume); non-violent themes are strongly encouraged; any weapons or weapon look-alikes are prohibited. All food brought in for the parties must comply with the Blue Valley District's Nut-Safer Policy.

School Supplies

School supplies may be purchased through the PTO before school starts. School supply lists are also available for each grade level on the Aspen Grove website if you choose to purchase them on your own.

Sending Money to School

When sending money to school, please seal it in an envelope and on the front write to whom the money goes to, what it is for, and your child's name. Example: Ms. Teacher's Book Order-Jane Doe. This way if the envelope is misplaced, it will be easy to determine where it needs to be delivered.

Spirit Wear

Spirit wear are items that are available from the PTO for students and their families to purchase to show their pride Aspen Grove Pride. Items vary from year to year regarding interest. Items can include T-shirts, (short and long sleeve) sweatshirts, hoodies, zip hoods, lounge pants, and shorts, water bottles, pens, etc.

Student Birthdays—Birthday Treat Policy

We believe in celebrating the whole child, promoting a safe learning environment for all and healthy lifestyle choices as well as protecting instructional time. Birthdays are very special times for our children and as such, the school will celebrate by providing children with special recognition throughout the day and throughout the school. Parents/Guardians may contribute to the celebration if they so wish by sending in non-edible treats like pencils, erasers, etc. on the day of your child's birthday. Edible treats will not be allowed.

Birthday invitations must be distributed outside of school as to not hurt other student's feelings. Student addresses can be found in the school directory.

Visitor Guidelines

All employees of the school district are required to wear a badge when on duty in any building. Likewise, all visitors to Aspen Grove, including school volunteers, are expected to report to the building's main office, sign-in on the visitor log, and receive a visitor's sticker, to be always worn in plain view. Upon leaving, all visitors must return to the main office and log their departure time.



Emergency Safety Intervention Parent Information

If an emergency safety intervention was used with a student, we invite and strongly encourage parents to schedule a meeting to discuss the incident and how to prevent future use of emergency safety interventions. A parent can request and schedule this meeting by contacting their building principal who will invite the required participants. This meeting will be scheduled no later than 10-school days from when the parent makes the request unless the parent cannot meet within that time frame.

Blue Valley School District | 15020 Metcalf Overland Park, KS 66223

<https://district.bluevalleyk12.org/ParentsAndStudents/Pages/ESI.aspx>

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EMERGENCY SAFETY INTERVENTIONS

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Emergency Safety Interventions (ESI)

Emergency Safety Interventions (ESI) refers to the use of seclusion or physical restraint. District personnel may use seclusion and/or physical restraint only when less restrictive alternatives were determined by a school employee to be inappropriate or ineffective, and when a student's behavior presents an immediate danger to self or others. Violent actions that are destructive of property may necessitate the use of ESI. The use of ESI shall stop as soon as the immediate danger of physical harm ceases to exist.

ESI Restriction

Use of ESI for purposes of discipline, punishment or for the convenience of a school employee, is prohibited.

1. A student shall not be subjected to an ESI if the school has received appropriate documentation from the student's licensed health care provider, stating the student has a medical condition that could put him/her in mental or physical danger because of an ESI. The written statement shall include the student's specific medical diagnosis, a list of reasons why ESI would be dangerous based on the diagnosis, and any suggested

alternatives to ESI. A student may still be subject to an ESI if not using the ESI would result in significant physical harm to the student or others.

2. Campus Police Officers and School Resource Officers shall be exempt from the requirements of ESI when engaged in an activity with a legitimate law enforcement purpose. School security officers are not exempt from ESI requirements.

Seclusion

“Seclusion” occurs when a student is (1) placed in an enclosed area by school personnel; (2) purposefully isolated from adults and peers; and (3) prevented from leaving, or reasonably believes he or she will be prevented from exiting. All three conditions must be present for seclusion to occur. Use of “Time Out” where a student is temporarily removed from a learning activity without being secluded when used as part of a behavioral intervention is not considered an ESI.

Seclusion Restrictions

1. During seclusion, a school employee shall be able to always see and hear the student.
2. All seclusion rooms equipped with a locking door shall be designed to automatically disengage when the school employee moves away from the seclusion room.
3. A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent, including well-ventilated and sufficiently lighted.

Restraint

“Physical restraint” occurs when bodily force is used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact to provide comfort, assistance or instruction shall not be deemed physical restraint. The use of “Physical Escort” or temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location is not considered an ESI.

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Restraints Restrictions

1. The use of prone physical restraint, supine physical restraint, physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student’s primary mode of communication is prohibited.
2. The use of chemical restraint, except as prescribed treatments for the student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments, is prohibited.
3. The use of mechanical restraint, except those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a certified law enforcement officer in carrying out law enforcement duties, and seat belts or other safety equipment when used to secure students during transportation, is prohibited.

School Documentation of Incidence

1. Each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following: a) date and time of ESI; b) type of ESI,

- c) length of time the ESI was used; d) school personnel who participated in or supervised the ESI; and e) whether the student had an IEP, 504 plan, or behavior intervention plan at the time of the incident.
- 2. All documentation shall be provided to the building principal, or principal's designee who will maintain the documentation and review the data at least quarterly.
- 3. The principal or designee will submit the documentation on the final day of the fall and spring semester of each school year to the Superintendent or his/her designee.
- 4. The District designee will report incidents of using ESI to the Kansas State Department of Education ("KSDE") as required.

Parent Notification and Documentation

- 1. The principal or designee shall notify the parent the same day as the incident. The same-day notification requirement is satisfied if the school attempts at least two methods of contacting the parents (i.e. phone and text, or phone and email).
- 2. A parent may designate a preferred method of contact to receive notification.
- 3. A parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.
- 4. Documentation of ESI shall be completed and provided to the parent within one (1) school day of the incident. The documentation will include:
 - a. events leading up to the incident
 - b. student behaviors that necessitated the ESI
 - c. steps taken to transition the student back to the educational setting
 - d. the date and time of the incident, type of ESI used, duration of the ESI, and the school personnel who used or supervised the ESI
 - e. space or an additional form for parents to provide feedback or comments to the school regarding the incident
 - f. a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents
 - g. email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items if the triggering issue necessitating the ESI's is the same.
- 5. Upon the first ESI each year, parents will be provided a printed copy, or upon written request, an email copy of
 - a. the ESI policy which indicates when ESI can be used
 - b. flyer of parent rights
 - c. information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy)
 - d. the complaint process of the state board of education; and e) information that will assist the parent in navigating the complaint process including contact information for Families Together and the Disability Rights Center of Kansas. Upon the second or subsequent incident, the parent shall be provided with a full and direct website address containing all such information.
- 6. If the school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint or mechanical restraint, including handcuffs, on a student, the school shall notify the parent the same day using the parents preferred method of contact. The school is not required to provide written documentation to the parent, nor document this law enforcement action as an ESI.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. The student may be invited to attend the meeting at the discretion of the parent.

The school shall hold this meeting within ten (10) school days of receiving the parent's request. The time for calling the meeting can be extended beyond the 10-day limit if the parent is unable to attend within that time period.

The focus of any such meeting shall be to discuss proactive ways to prevent the need for ESI and to reduce incidents in the future.

1. For a student with an IEP, the IEP Team shall also discuss the incident and consider whether to conduct a functional behavior assessment and/or whether a behavior intervention plan is needed, or existing plan needs to be modified.
2. For a student with a Section 504 Plan, the 504 Team shall also discuss the incident and consider whether to conduct a functional behavior assessment and/or whether a behavior intervention plan is needed, or existing plan needs to be modified. The Team should also discuss and consider if there is a need for a special education evaluation.
3. If the student with an IEP or Section 504 Plan is placed in a private school by the parent, the meeting shall include the parent and the private school. If a formal team meeting is held, the private school will help facilitate the meeting.
4. For a student without a Section 504 Plan or IEP, the school staff and parent shall discuss the incident and consider the appropriateness of a referral for special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the parent, a school administrator, at least one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator.

Nothing in this section shall prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if the student would benefit by the measures.

EMERGENCY SAFETY INTERVENTIONS

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ESI Complaint Investigation Procedures

If a parent believes that an ESI was used in violation of state law or board policy, the parent may file a written complaint within thirty (30) calendar days of notification of the disputed ESI. The "Request of Investigation of Emergency Safety Invention (ESI)" shall be accessible on the Blue Valley District website.

1. The Board of Education has delegated to the Superintendent or his/her designee the authority to receive parental written complaints regarding the use of ESI.
2. Upon receipt of a complaint, the Superintendent or his/her designee will investigate the complaint and develop a written report which will include findings of fact, conclusions relevant to the requirements of this policy or regulations of the KSDE; and, if necessary, corrective actions to remedy an instance of noncompliance.
3. The written report will be submitted to the parents, the school, the Board of Education, and to the KSDE within thirty (30) calendar days from the date the complaint is received in the Superintendent's office.
4. A parent may file a request for administrative review by the Kansas State Board of Education within thirty (30) calendar days from the date a final decision is issued pursuant to the local dispute resolution process.

Annual Staff Training

Staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques.

1. The District designee will schedule school personnel ESI training programs consistent with nationally recognized training programs on the use of emergency safety interventions.
2. Training will be designed to meet the needs of personnel as appropriate to their duties and potential need for use of ESI procedures. Staff members deemed most likely to need to restrain a student will be provided a greater intensity of training.
3. The District designee will maintain written or electronic documentation of training provided and lists of participants in each ESI training program. This documentation will be made available for inspection by the state board of education upon request.

Appointment of Designee

The Superintendent shall appoint a District staff member to implement the requirements of this policy for using Emergency Safety Interventions (ESI).

Board ESI Policy Notice

Board Policy 3522 is published on the District's website, on each school's website, and the entire Board ESI Policy must be available in each school's student handbook, code of conduct, or school safety plan. Parents will be notified of the online availability of this policy annually during enrollment.

B.O.E. Adopted 12 Aug 2013

B.O.E. Amended 08 Sep 2014

B.O.E. Amended 10 Aug 2015

B.O.E. Amended 08 Aug 2016

LEGAL REFERENCE: K.A.R.91-42-1 through 91-42-7.

[Blue Valley School District Official Notices](#)

