

# 2019-2020 FAMILY HANDBOOK



## Indian Valley Elementary

*Where Community, Character and Learning Come Together*

11600 Knox Street  
Overland Park, Kansas 66213  
913-239-6400  
913-239-6448 Fax  
[www.bluevalleyk12.org/ive](http://www.bluevalleyk12.org/ive)

Welcome to Indian



Valley Elementary!

Dear IVE Families,

Welcome to Indian Valley Elementary School. Our theme this year is Superheroes. IVE is a proud school community that truly values strong relationships between educators, parents and students. Our teachers are dedicated to providing quality learning opportunities in both academics and personal growth areas through a variety of programs and approaches. Our parents are committed to the importance of education and are involved throughout the school in various ways. Our students are excited to learn and to be active participants in their education.

The Blue Valley School District has created a set of guidelines that address the policies for every school in the district. Indian Valley Elementary conforms to the Blue Valley District policies and procedures. We hope this guide will answer some of your questions and give you the basic information you will need to have a wonderful experience at IVE this year.

Ms. Kristin Venable

## **Student Expectations/Discipline Plan**

We at Indian Valley Elementary are committed to providing an exceptional and positive learning environment. Children learn best in a safe and orderly environment, so we will be working with your children on making responsible choices for behavior. We have great students at IVE, who like all of us, occasionally may make poor choices not aligned with school expectations. We view these moments as an opportunity to help our students learn to make better choices. In these cases, children will be treated as individuals, and, as such, a variety of interventions may be used to address situations throughout the school year. Our goal is to keep parents informed and involved in their child's social and emotional development. We can only be successful with your involvement and support in all disciplinary matters with your child.

Our school-wide expectations:

- S – Be safe
- O – On Task
- A – Act Responsible
- R – Be Respectful

## *Education Beyond Expectations*

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# Indian Valley Elementary School

## Contact Information

### School Information

Indian Valley Elementary School  
11600 Knox St.  
Overland Park, KS 66213  
Phone: 913-239-6400  
Fax: 913-239-6448

### School Facts

Established	1982
School Colors	Red and Blue
School Mascot	Thunderbirds
Approximate Enrollment	390

### Important School Contacts

Principal:	Ms. Kristin Venable <a href="mailto:kvenable@bluevalleyk12.org">kvenable@bluevalleyk12.org</a> 913-239-6400
Principal's Secretary:	Denise Woidela <a href="mailto:dwoidela@bluevalleyk12.org">dwoidela@bluevalleyk12.org</a> 913-239-6412
Office Secretary:	Cheryl Rooney <a href="mailto:cmrooney@bluevalleyk12.org">cmrooney@bluevalleyk12.org</a> 913-239-6409
School Nurse:	Diane Jansen <a href="mailto:djansen@bluevalleyk12.org">djansen@bluevalleyk12.org</a> 913-239-6413

**School Office:** 913-239-6400  
**Attendance Line:** 913-239-6401

**Mission:**

*The Indian Valley Elementary School learning community is committed to individual excellence and academic growth.*

**Vision:**

*As a professional learning community, Indian Valley Elementary is committed to developing high achieving, problem solving students of outstanding character.*

**IVE Virtues Pledge:**

I pledge  
to be honest, responsible, and  
self-disciplined in my actions.

Each day I will work  
to learn all I can,  
show courage,  
and  
persevere when there are challenges.

I will be respectful,  
compassionate,  
and caring  
as I work and play with others.

**IVE School Song:**

Indian Valley, hats off to you!  
To our school we'll always be true.

Raise your voices and be heard.  
'Cause we are the home of the THUNDERBIRDS!

We'll always love the red and the blue.  
In years to come we'll still think of you.

We think IV is the best.  
It's better than all the rest!

RAH, RAH, RAH!

## General Information

### **Classroom Visitations**

Parents are welcome at IVE; please make arrangements with the classroom teacher for an appropriate time. We ask that you follow a few general guidelines to avoid disrupting valuable instructional time. Formal classroom visits should last no longer than 30 minutes and should occur no more than one time per semester. We do not allow friends or relatives to visit and sit in classrooms with students; however, visitors are always welcome at lunch when accompanied by an adult.

*Parents must check in at the office any time school is in session.*

### **Recess Guidelines**

At IVE, we believe that recess has many benefits for students, including improved memory and attention, opportunities to practice social skills, and physical movement. Therefore, it will be a priority for students to participate in recess daily.

*No parents may be on the playground during recess, per district policy.*

### **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 degrees will be monitored, i.e. recess may be shortened.
- If the temperature/wind chill is below 0, students will be kept inside. If the actual temperature is in the teens or below, recess will be shortened. Students will not be allowed outside without warm clothing/coats.

*Please dress children appropriately for the weather conditions.*

### **Dress Code**

Indian Valley adheres to the Blue Valley School District's policies on appropriate clothing. Clothing or appearance that distracts from the purposes of the school is not permitted. Student clothing shall reflect a sense of self-respect and personal dignity. Specifically, we discourage students from wearing "short" shorts, halter-type tops, distractive or offensive clothing, and midriff tops. 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.

### **Field Trips**

Field trips are a fun and exciting part of the school year. Field trips are intended to expand and enrich learning that the regular school environment could perhaps not provide. Parents will be notified of field trips by the classroom teacher through notes home, newsletters, etc. Prior to each field trip, parent/guardian must sign permission form in order for student to participate.

### **Lost and Found**

An area for lost articles will be located in the hallway by the cafeteria. Students and parents may check 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.

### **Parking**

There are multiple visitor parking spots located near our main entrance. During evening activities both the main entrance and back entrance doors will be unlocked.

### **Pets on Campus**

For the safety of all elementary students, staff members, and parents, pets are NOT permitted on campus. Additionally, parents are requested not to bring pets with them on campus during arrival and dismissal.

### **Spirit Days and Spirit Wear**

T-Bird Tuesday happens every Tuesday. During this time, students are encouraged to wear their spirit wear to show Indian Valley pride. Tribal Council, the IVE student-led student council, also coordinates more specific Spirit Days throughout the school year.

Spirit wear is the term for items that are provided by the PTA for students and their families to purchase to demonstrate pride in being an Indian Valley Thunderbird. Each year a new t-shirt is designed. Parents are encouraged to purchase this shirt, so every student will have it to wear for spirit days and field trips.

### **Student Council**

Students in grades one through five are invited to participate in the Indian Valley Tribal Council. Tribal Council representatives are elected for a full year of service by each classroom at the start of the school year. Members must demonstrate good character, a desire to help others, and good academic performance to be eligible. All members have important responsibilities and report back to their classmates regularly about the activities of the Tribal Council. The goal of the Tribal Council is to help the school and our community by providing activities and raising funds for worthy causes within our community. Members also serve as helpers to other students in our learning community.

### **Birthday Treats**

We are taking a food-free approach to birthday celebrations at IVE this school year! We have found that our kids have plenty of sweet treats in their lives, and we have had an increase in the number of food allergies in our community.

#### **School Birthday Celebration Rituals:**

- Name and birthday will be announced on Studio 83
- An in-person morning visit by the student Birthday Crew to the birthday student's classroom to give a sticker and a pencil
- Classroom privileges unique to each class, chosen by the birthday student

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

## Arrival/Dismissal

***Students should not arrive earlier than 8:15 in the morning. No supervision is available before 8:15. YMCA provides before- and after-school care for parents needing extended day care (see below for information).***

The front and back doors will open at 8:15 to allow students into the building. Students will be dismissed to their classrooms at 8:25.

### **Car Riders**

#### **Arrival:**

- K-1<sup>st</sup> grade students (and their older siblings) will be dropped off at the back doors on the playground.
- 2<sup>nd</sup>-5<sup>th</sup> grade students will be dropped off at the front (north) doors of the building.
- Please pull as far forward as possible; do not leave gaps between cars.
- During drop-off, please watch for directions from the staff on duty. Students need to be ready to exit the car. Please do not get out of your car. *All students must exit on the curb side.*

#### **Dismissal:**

- K-1<sup>st</sup> grade students (and their older siblings) will be dismissed through the back doors on the playground.
- 2<sup>nd</sup>-5<sup>th</sup> grade students will be dismissed through the front doors.
- Students will wait in the hallways by the appropriate doors to be dismissed for pick-up at the end of the day. Students will be called to the loading area via hand-held radios by a staff member on duty. Students will not be waiting outside.
- **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. Templates will be given out at Backpack Night. Extras will be available in the office.
- 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.

### **Bicycle Riders**

Parents should consider whether or not their child(ren) is physically able to ride their bike to school in a safe manner. All students should park their bikes at the bicycle racks located near both entrances of the building. It is recommended that students utilize a bike lock if they choose to ride a bike. Bike riders must **stop** riding when they reach school property and walk their bikes to the bike racks.

### **Bus Riders**

- Bus riders will gather in the hallway by the back doors after school to be dismissed to the buses. They will be walked by a staff member to the buses which load in the back parking lot.

- Students living within a 2.5 mile radius of their homeschool may obtain services for a fee. Bus services are available at no charge to students living outside a 2.5 mile radius from the homeschool. Forms are available online by visiting the Indian Valley website: [www.bluevalleyk12.org/ive](http://www.bluevalleyk12.org/ive). Arrangements for busing must be made through Durham School Services, 913-681-2492.
- Students may have a friend ride home with them on an occasional basis. Both students must bring notes in this case – for the teacher and the bus driver – indicating the parents' consent.

### **Walkers**

Students walking home will gather at the front entrance of the school. A staff member will walk the students out the front door and up to Knox St. The staff member can assist students in crossing the parking lot. A city crossing guard will assist students in crossing Knox St.

### **Change in Dismissal Plans**

On occasion a student's transportation method for dismissal may change due to a variety of reasons, including going home with a friend.

- Please communicate these changes in writing (email works well) to **both the teacher and the school office staff** ([cmrooney@bluevalleyk12.org](mailto:cmrooney@bluevalleyk12.org) and [dwoidela@bluevalleyk12.org](mailto:dwoidela@bluevalleyk12.org)).
- If a change of transportation occurs during the school day, parents are asked to **call the office by 3:00** to communicate the change.

### **Before School/After School Care**

It is unsafe for children to be on campus unsupervised; accidents are a concern, and there is no readily available help should a child be approached by a stranger.

IVE participates in the Blue Valley Before and After School Childcare program coordinated by the local YMCA. The YMCA provides on-site childcare in the mornings from 7:00 a.m. until 8:30 a.m. and in the afternoon from 3:40 p.m. until 6:00 p.m. For parents who would like more information about the YMCA program, call the YMCA at (913) 345-9622.

### **Late Arrival and Early Pick-up**

Late Arrival:

Parents are asked to make every effort to have students at school on time each day. Students should be seated in their classrooms when the tardy bell rings at 8:35 a.m. Late students must be signed in by a parent/guardian. If there are no staff members on duty outside either entrance, then you are late and must come into the school to sign in. *Please do not send students into the office to sign in on their own.*

Early Pick-up:

If your child needs to leave school before the end of the school day, you must go to the office and sign your child out. The office will contact the teacher to send the student to the office. If possible, please notify your child's teacher ahead of time so they can be prepared to dismiss your child with needed papers and information.

### **Severe Weather Dismissal Procedures**

Please **check the weather in the morning**. If rain is predicted and you do not want your child(ren) to walk home, make your decision in the morning and send a note to the teacher notifying him/her of the change in dismissal. (Calling the office late in the day may result in confusion for your child). If we do not receive a note, we will dismiss your child via his/her regular dismissal plan. If your child is a car rider, please send appropriate rain gear (umbrella, jacket with hood or raincoat) as we will dismiss as usual unless the rain/storm is prohibitive. If there is a **tornado warning**, all students will be held in the tornado shelters in our building until the warning has been lifted. Parents who come to pick up students during a **warning** will be asked to wait with us.

### **Cancellation of School**

Should school need to be canceled due to inclement weather or an emergency, announcements will be made in multiple ways. School closing announcements are usually made before 6:30 a.m.

- **Email** – Parents will receive an email from the district that includes weather-related school closing information. The district *does not* use its emergency text messaging system, Blue Valley Alerts, to notify parents of weather-related school closings.
- **Media outlets** – Listen to any of the local media outlets for school closing announcements.
- **District's Website** – Visit the district's website, [www.bluevalleyk12.org](http://www.bluevalleyk12.org), for weather-related school closing information. An announcement will be posted on the front page.
- **Weather line** – Call and listen to Blue Valley's weather line for weather-related school closing information at 913-239-4600.

# Schedules

## Daily School Schedule

8:00 a.m.	School Office opens
8:15 a.m.	Student arrival time
8:25 a.m.	Students go to classrooms
8:35 a.m.	Classes begin
3:35 p.m.	Prepare for dismissal
3:40 p.m.	Dismissal

## Daily Lunch Schedule

11:15-11:45	1 <sup>st</sup> Grade Lunch
11:30-12:00	2 <sup>nd</sup> Grade Lunch
11:45-12:15	Kindergarten Lunch
12:00-12:30	3 <sup>rd</sup> Grade Lunch
12:15-12:45	5 <sup>th</sup> Grade Lunch
12:30-1:00	4 <sup>th</sup> Grade Lunch

*Kindergarten will operate on the same schedule as our 1<sup>st</sup>-5<sup>th</sup> grade classes.*

Please refer to our Web page or your District Calendar for important school year dates (holidays, special events, district info, etc.).

## Half-Day of School

Two times during the year, students will have a half day of school. **Dismissal is at 11:45 a.m.** Lunch is not served on those days. Half days will include kindergarten this year.

- Friday, December 20, 2019 will be a half day of school for K-12 students.
- The Last Day of School, 2020, will be a half day of school for K-12 students.

## Lunch

- Lunch periods are 30 minutes in length and children sit by grade level in the cafeteria.
- Students may bring their own lunch. Please note there is no refrigeration available.
- Lunch is available at school with the option of 3 hot entrees, 2 cold entrees, or a peanut-butter and jelly “uncrustable” sandwich. Fruit and vegetable selections vary daily. White and chocolate milk, and 100% fruit juices are available as beverages. **Menus can be found on the district website.**
- **Lunch visitors:**
  - Parents and family members who are listed as emergency contacts are welcome to come to IVE for lunch. If a visitor is not listed as an emergency contact, parents need to notify the school office.
  - Visitors will need to check in at the office and wear a visitor badge.
  - Visitors and the student will sit at the Visitor’s Table. **No additional students will join the table.**
  - Visitors will be welcome after Labor Day so we can learn and practice our routines and procedures. Thank you for not coming to lunch before Labor Day!

## Communication

### **Contact Information**

At registration, you filled out all contact information for your child(ren). Any change in contact information (home phone, work phone, cell phones, emergency contacts, email, etc.) should be turned in to the office listing the student's name and the information that has changed. This information will then be relayed to the school nurse and necessary school personnel.

### **Website**

Our school web page is an excellent source of information about our school and upcoming events. There is an online link to our school newsletter, as well as links to teachers' web pages. You can access our web page at [www.bluevalleyk12.org/ive](http://www.bluevalleyk12.org/ive).

### **School Email and Newsletter**

Our school newsletter, T-Bird Times, is sent weekly to all mailboxes on file in our system. It contains important information you'll not want to miss and is an excellent source of information about what's going on at your school. Please be sure the IVE office has an updated email address for you and your student. This email address will also be used to receive District Office, other school, and teacher information. It's an important piece of the communication between school and home. If you are not receiving the weekly email, please contact the school office at 913-239-6400.

### **BV Alerts**

The Blue Valley School District invites all interested parents and staff to sign up for **BLUE VALLEY ALERTS!**, a free\* emergency alert service which will be used to notify staff and parents in the event of an emergency or school closure due to inclement weather. To sign up from the BV website, go to District Information, Safety and Security, and then BV Alerts.

### **Contacting Teachers**

Families are encouraged to contact teachers whenever they have questions. If you have a concern or question about the classroom, ask the teacher. Parents may leave messages in teachers' voicemail boxes if they are not immediately available. All teachers use email and can be contacted in this manner as well.

### **Community Flyers**

The district uses Peachjar eflyers to distribute any community flyers. Parents will receive a welcome email from our service provider (Peachjar) that includes a username and password. **No action is required of parents.** The account gives parents the **option** to manage their account and flyer delivery preferences. Parents do not need to login to receive or view school eflyers.

### **Social Media**

IVE has Facebook and Twitter accounts. Our handle for both is @IVETHunderbirds. Please follow us to find out what's happening at IVE!

# Parent Involvement

## **Backpack Night**

The annual Indian Valley Elementary Backpack Night is an opportunity for your child(ren) to briefly meet their teacher, empty their school supplies, and step into a whole new year of learning. The IVE Backpack Night typically coincides with a PTA-sponsored picnic and/or ice cream social.

## **Back-to-School Night**

Back-to-School Night is held in the evening generally during the first two weeks of school. Parents (*the evening is not designed for students or other children*), as a group, attend a half hour session to meet their child's teacher in their child's room to get an overview of the year and what is expected. This is also where parents will have the opportunity to sign up for all classroom events during the school year: classroom party assistants, party snacks and crafts, chaperone volunteers for field trips, etc.

## **Parent Teacher Conferences**

Parent conferences, meant to discuss student progress, occur twice yearly, in the fall and in the spring. Parent conferences will include a review of the student performance documents as well as testing information.

## **PTA**

The Indian Valley Parent Teacher Association 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 PTA and include holiday parties, Children and the Cultural Arts, carnival, field day, and purchases for teachers and the school building that benefit the entire school community. All parents are encouraged to attend the PTA meetings. Please know that suggestions are welcome.

**Room Parents:** Each classroom will have 2 room parents who will plan and facilitate activities for the classroom holiday parties (Halloween, Winter Holiday, and Valentine's) as well as confirming and coordinating with other parents signed up to serve as party volunteers. Room parents will also collect funds for and purchase teacher gifts, organize celebrations for the teacher's birthday, and solicit donations for classroom baskets for the silent auction at the IVE carnival in the spring. Room parents will be asked to attend a brief orientation meeting at the beginning of the school year to go over room parent responsibilities to ensure everything runs smoothly throughout the year.

In addition to room parents, the PTA will be seeking additional parent volunteers to serve as party helpers, and to provide snacks, drinks, and paper goods for the classroom parties. A sign-up genius will be provided to ensure all needs are met for successful classroom parties.

## Student Health

### Reporting Absences

If your child is going to be late or absent from school, you must call the school **Absence Line at 913-239-6401** before 8:45 a.m. You will leave a recording stating your child's name, grade level, teacher, reason for absence, and a parent's day time phone number. Parents will be contacted regarding students who are absent from school and have not left a message relaying the reason for their absence. *Please call the Absence Line even if you have notified the teacher of the absence.*

### School Nurse

A registered nurse is available during school hours. When your child was registered for school, you indicated what medication may or may not be given to your child, food restrictions, and other medical information. The nurse will adhere to the Blue Valley District guidelines when informing parents of any contagious illnesses that have occurred in a child's classroom.

If your child is injured or becomes ill at school, you will be contacted to pick him/her up at our nursing station. It is imperative that you keep all work, home and emergency phone numbers current at the school.

### Medications

All medication (including over-the-counter medication) must be left with the school nurse. Students may not carry or take any medication on their own. Exceptions to this rule are rescue inhalers and epi-pens for life-threatening allergic reactions that are registered with the nurse via a consent form filled out by parents.

Medications that need to be taken at school are required to be accompanied by a doctor's note telling the child's name, medication, dosage, and how often it is to be taken. All medication should be in the original packaging with the student's name on it. A new doctor's note is required every school year for medication to be taken at school.

### District Policy regarding specific conditions/illnesses:

- **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 cause is determined. If the rash is due to chicken pox, the students should remain home according to state law for 7 days after appearance of rash.
- **Sore Throat:** The child 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:** The child should remain home for 24 hours after treatment by physician.
- **Diarrhea:** With very loose or frequent stools, the child should remain home until free of diarrhea for at least 24 hours.
- **Vomiting:** The child should stay home for 24 hours after last vomiting occurred. If a child vomits at school, a parent will be called to pick up student.
- **Impetigo:** The child must receive medical treatment and open wounds should be covered.
- **Lice:** The child must be lice and nit free prior to re-entry to school.
- **Chicken Pox:** The pox must be completely scabbed over and checked by the nurse

# 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.
- Do not approach strangers or any vehicles; report suspicious incidents.
- Cross streets at corners or crosswalks only.
- Go directly home after school dismisses.
- Communication with the school is required if the student is going home via different transportation means.

## **Building Security**

All exterior doors at IVE will be locked during the school day and all visitors, including families, will need to use the buzz-in entry system. Visitors will be asked to use the outside intercom and security camera to show their government-issued ID or blue Valley Schools Photo Identification Badge and share the purpose of their visit before being “buzzed in.” Once inside, visitors will continue to sign in at the office and wear a visitor badge while in the school. Main entrance doors will be unlocked for a short period of time during arrival and dismissal.

## **Weapons/Weapon-Like Devices**

Board Policy 3516 addresses the possession of a “weapon” or a “weapon-like device” on school district property. It is essential that both parents and students realize that this 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, police may also be involved. The lesson here is to never bring a weapon or “weapon-like device” onto school property. Per Board Policy 3516, “weapon-like devices” include, but are not limited to: any facsimile weapon, pocket knife, box cutter, antique firearm, Class C common fireworks, etc. This includes pellet guns, b-b guns, airsoft guns, and paint guns.

## **Neighborhood Safety**

Many students and families walk home from IVE. Please drive slowly and be aware of pedestrians. We want everyone to feel safe!

## District and Board Policies

Blue Valley School District and its Board of Education has created a set of guidelines that address the policies for every school in the district. Please visit the district website, <https://www.bluevalleyk12.org/domain/4477>, to view these.

# Special Programs

## **Counseling, Psychologist, and Social Work Services**

IVE has on staff a full-time counselor, a part-time certified school psychologist, and a part-time certified social worker whose services are available to children and their families. If you believe your child needs counseling services, please notify the school counselor or school office.

## **Library**

IVE's Library Media Program integrates information literacy skills into the school's curriculum. A flexible schedule allows classes to come to the library anytime they have an information need. Students may check out books at any time during the school day as deemed appropriate by the classroom teacher.

## **Band, Strings, Choir**

- Strings class is available to students in 4<sup>th</sup> and 5<sup>th</sup> grades.
- Band is available to students in 5<sup>th</sup> grade as well.
- Choir is available to students in 5<sup>th</sup> grade also.

Information about these programs will be sent home in the first couple weeks of school.

## **Gifted Education**

Gifted Education services is designed for students identified as having the characteristics of giftedness according to the Blue Valley District eligibility requirements and displays needs that cannot be met in the regular education classroom. A student must be found eligible to participate in the gifted education program. A team of educators and other support staff analyze individual student learning needs. If it is determined there is an educational need, the team of educators develops an IEP. The IEP guides the instruction for the students within the gifted education and general education programs.

## **English for Speakers of Other Languages (ESOL)**

This program is designed to offer extra instruction and support to students whose first language is not English. The program works with students in the four domains of listening, speaking, reading and writing. Students qualify for this program through a testing process which identifies their proficiency levels in these domains.

## **Resource Room**

This program is designed to offer extra instruction and support for students who need assistance in particular academic areas. Students qualify for this program through a testing, evaluation, and eligibility process which identifies their ability level and achievement.

## **Speech and Language Therapy**

A certified clinician provides services for students whose speech or language issues significantly impact academic performance.

## **Specials Scheduling**

Art, Music, Physical Education, R.E.A.L., Computer, and Spanish are considered the specials classes. Each day of the week will be given a letter, so if the first day of school is a Monday...Monday will be A Day, Tuesday B Day, Wednesday C Day, Thursday D Day and Friday E Day. Classes will be assigned a day for each special class, so your student may have Art on A Day. This would mean that Art would not always fall on a Monday. Each week's Specials Days will be in the T-Bird Times and on the website.

### **Art Class**

The IVE art program is founded on Discipline Based Art Education, which takes curriculum from each of the four main disciplines of art: studio production, art history, art criticism and aesthetics. The focus of art class is not the end product, but the learning process students go through to get to the product. Most materials used in the classroom are washable, but accidents do happen. Please note when your child has art and plan clothing choices accordingly.

### **Music Class**

All IVE students participate in weekly music classes. Students explore various instruments, vocal performance, and learn about musical concepts as described in the Blue Valley music curriculum. Most grade levels at IVE perform in a grade level musical for parents during the school year. Classroom teachers and the principal will inform parents of the musical date in classroom and school newsletters.

### **Physical Education Class**

All IVE students participate in weekly PE classes. Students need to dress appropriately, which includes the following:

- Wearing pants or shorts (no dresses/skirts) that are weather appropriate
- Wearing tennis shoes on PE days (no sandals, boots, etc.)

All students are responsible for coming prepared to participate in all activities unless they have a doctor's note excusing them from activity. A doctor's note for the child to return to activities is needed as well.

### **Spanish Class**

Students in Kindergarten through 5<sup>th</sup> grade attend Spanish class. Spanish class emphasizes listening, speaking, and reading skills that promote literacy and academic success within a foreign language. The program provides opportunities for cultural awareness and opportunities for life-long enjoyment and personal growth.

**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 Restrictions**

1. Use of ESI for purposes of discipline, punishment or for the convenience of a school employee, is prohibited.
2. 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.

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 see and hear the student at all times.
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.

**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; and g) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items 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.

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.

**ESI Complaint Investigation Procedures**

1. 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 Intervention (ESI)” shall be accessible on the Blue Valley District website.
2. 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.
3. 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.
4. 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.
5. 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.