

Blue River  
Elementary

Parent Handbook

2020-2021

# Blue River Elementary

## Mission

The Blue River Community will work together to foster academic excellence for lifelong learning as well as allow students multiple opportunities to make positive connections through the school environment.

## Vision

We will respect all students for who they are, what they know and how they learn. We will demonstrate this by creating a safe, respectful environment, personalizing student learning, and advancing the personal and academic growth of all students.

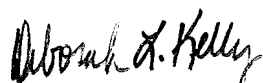
Dear Parents,

Welcome to the 2020-2021 school year! We are eagerly anticipating a terrific year and I thank all of you for your ongoing cooperation and support to maintain a safe, nurturing learning environment for staff and students. This handbook has been compiled to share some of the important information some parents may not know, and as a refresher for others who have had children here for several years. Please read through this with your family so everyone is aware of the measures put in place to maintain a safe, nurturing environment for the Blue River community. We hope it will provide guidance and answer any questions you may have.

Aside from policies and procedures, you will also find a staff roster and schedules for lunch and recess. Please refer to these as necessary to assist in planning with your child for their day.

The staff at Blue River Elementary is quite committed to assisting each child to be successful, both academically and emotionally, please don't hesitate to call upon us if you need further clarification or if you have questions or concerns.

Respectfully,

A handwritten signature in black ink that reads "Deborah L. Kelly". The signature is written in a cursive style with a large initial 'D'.

Deborah L Kelly, Principal  
Blue River Elementary

## Blue River Elementary School Staff Roster 2020-2021

Principal:	Deborah Kelly	Art:	Danielle Thorup
Office Staff:	Laura Stroud Amanda Lyons	Music:	Lindsay Prater
Kindergarten:	Lisa Culbertson Jami McGinley Chris Nichols Shannon Brady	P.E.:	Tad Kersting
First Grade:	Kristin Masten Alex Payne Rebecca Ray Alexis Weber	Spanish:	Mark Lange
Second Grade:	Susan Conway Sarah Hickey Carrie Lahey Kathy Wiley	Counselor:	Kala Pelate
Third Grade:	Pam Lester Brenda Lundeen Michaela Shandy	Librarian:	ErinFeldmann
Fourth Grade:	Caroline Breckenridge Delia Shepard Natalie Washington Lynette McCoy	Reading:	Jennifer Duke
Fifth Grade:	Clayton Prater Anne Sobba Bethany Taylor	Nurse:	JenniferBarlows
Inst. Design Coach:	Mary Jane Weishar	Occupational Therapist:	Joel Strain
Social Worker:	Kaitlyn Dobratz	Psychologist:	Bart Whaley
Custodians:	Rita Flores-LEAD	Gifted:	Ann Nelson
Cafeteria Manager:	Chiu Chau	Speech:	Becki Healy
Lunch Para:	Alesha Jones	Resource:	Bethany Almloff
Lunch Para:	Jessica Painter	Resource:	Christine Woods
		Resource:	Lyn Morton
		Resource:	Ashley Giebler
		Library Para:	Carla Means
		Computer Para:	Ian Xue
		Reading Support Para:	Mendy Steinwart
		Math Support Para:	LeeAnn Ramahi
		Special Ed. Para:	Julie Castor
		Special Ed. Para:	Jennifer Dunton
		Special Ed. Para:	Janet Hurt
		Special Ed. Para:	Kimber Lovell
		Special Ed. Para:	Laura Leahy
		Special Ed. Para:	Tonya Hilliard
		Special Ed. Para:	Lynne Gordon (.5)
		SPED Para-IR:	Radmila Dahlstrom
		SPED Para-IR:	Jessica Garrett
		SPED Para-IR:	Ketaki Ghanekar
		SPED Para-IR:	Farhana Rahman
		SPED Para-IR:	Ambar Flores
		SPED Para-IR:	Grace Xu
		P/T Building Para:	Laura Geary
		P/T Building Para:	Kay Pyle

**Blue River  
Elementary  
Lunch Schedule  
2020-2021**

<b><u>Class</u></b>	<b><u>Lunch Period</u></b>	<b><u>Recess Period</u></b>	<b><u>Return to Class</u></b>
<b>Kindergarten</b>	<b>10:50-11:10</b>	<b>11:10-11:20</b>	<b>11:20</b>
<b>First Grade</b>	<b>11:10-11:30</b>	<b>11:30-11:40</b>	<b>11:40</b>
<b>Second Grade</b>	<b>11:30-11:50</b>	<b>11:50-12:00</b>	<b>12:00</b>
<b>Third Grade</b>	<b>11:50-12:10</b>	<b>12:10-12:20</b>	<b>12:20</b>
<b>Fourth Grade</b>	<b>12:10-12:30</b>	<b>12:30-12:40</b>	<b>12:40</b>
<b>Fifth Grade</b>	<b>12:30-12:50</b>	<b>12:50-1:00</b>	<b>1:00</b>

**Blue River Elementary**  
**Recess Schedule**  
**2020-2021**

**Kindergarten: 9:40-9:55**  
**1:50-2:05**

**First Grade: 9:25-9:40**  
**1:20-1:35**

**Second Grade: 10:10-10:25**  
**2:15-2:30**

**Third Grade: 9:55-10:10**  
**2:45-3:00**

**Fourth Grade: 10:25-10:40**  
**3:00-3:15**

**Fifth Grade: 10:45-11:00**  
**2:30-2:45**

Absences: Please call the absence line at 239-6005 if your child will not be at school. To request homework you will need to e-mail the teacher directly by noon. The information left on the absence line is for attendance purposes only and does not go to the teacher.

In the event that you take a family vacation during the school year please understand that teaching staff cannot forecast every lesson they will complete while you are away, Therefore, missed assignments will be available upon a student's return to school. Please do not request assignments in advance as this places additional work on the classroom teacher.

Arrival: The first bell rings at 8:25 and that is when students will be allowed to enter the building. Staff members are not on duty prior to 8:25. The bell signaling the start of school is 8:35. All students arriving after 8:35 need to be escorted into the office and signed in. The tardy will not be excused if the student is not escorted in by a parent.

We encourage you to allow your children to walk to class on their own. A huge thank you to everyone for helping us out with that!! The teacher's responsibility at this time is greeting the students and preparing them for the day. You can request that the teacher call you at their plan time or set up a conference but please allow them to focus on the students at this time.

If you bring your child to school in the morning you have two choices:

You may pull into the school and stay in the right lane and drop your students off at the curb. They need to exit to the right and NOT get out of the car on the left side. Other cars are passing by and could hit your child. If your child cannot exit to the right, or you have to get out of the car to assist your child, please park in the parking lot and walk them across the street.

—If you would rather avoid the line of cars in the drop off lane you can park your car in the parking lot and walk your child across the street. You may not pull into the parking lot, drop off your children, and have them walk across on their own.

Bicycles, Scooters, Skateboards and Roller Blades: Students may ride bikes and scooters to school, however, we recommend they lock them on the bike rack as we have had several instances of theft with scooters and bikes. While we will work diligently to assist in finding lost/stolen items, we are not responsible for them. Skateboards, roller blades and electric scooters may not be ridden to school for safety reasons.

Birthday Treats: Birthdays are very special times for our children. This school year we are trying to celebrate birthdays without edible treats. Many parents have raised a concern about the excess sugar their kiddos are getting in the form of birthday treats throughout the year. This, coupled with the increase in food allergies that has sometimes made it difficult for parents to know what to bring, has caused us to reexamine how we address honoring and celebrating birthdays. We would like to avoid food related birthday treats this year. Several teachers tried this last year with success. Instead,

teachers will offer the students other ways to celebrate their special day so they can be honored and feel special to their peers.

Below are just a few examples of choices students might be given:

- special privilege (line leader, teacher helper, choose seat)
- drawing for a coupon to have a special activity
- five minutes extra class recess (this one has made the birthday kiddo quite popular!)
- time in class to play a game as a class
- free homework pass
- sit in the teacher's chair all day
- show and tell coupon
- choose a brain break for the class
- wear a birthday hat
- birthday book-everyone signs a book for the birthday child and that person gets to take it home
- special letter-everyone writes the birthday child a letter and they get to take them home

These are a few examples to show that we really want to honor each child's birthday but that maybe doing it without a cookie cake will reduce some parent stress and give students a choice on how they would like to celebrate.

Building Security: All exterior doors at BRE 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." Visitors will 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. Staff are asked to assist with building security by making sure all doors to the outside stay closed and locked throughout the day.

All staff are required to wear a Blue Valley Schools Photo Identification Badge while onsite at any district facility. Staff members who misplace or damage their badge will need to contact the Safety and Security Department at District Office to secure a replacement.



Cell Phones: Students are not allowed to have cell phones on during the day or to use their cell phones at school. If you ask your child to call you after school they are welcome to do so after they leave the school building.

If you have sent word that you are picking up your children early from school, please do not call the school on your cell phone asking for the children to be sent to the office so you do not have to wait when you get here. We have done this many times and children often sit for a long time waiting. It is better if they are in the classroom maximizing instruction time rather than sitting in the office. When you arrive, the secretaries will quickly call the room and the teachers will not waste time getting your children to you.

Delivery of Items to School: It is natural that students may occasionally forget items which they need at school. If you are bringing items to school for your children please ~~RS~~ ~~WKHPRIIR~~ ~~QKHEON~~ ~~FDW~~ ~~DCQ~~ ~~KH~~ ~~REH~~ ~~QO3~~ ~~OHDVH~~ ~~SW~~ ~~R~~ ~~FKLO~~ ~~QPH~~ ~~RQWKH~~ LWHP Our school secretaries will determine the most appropriate time to deliver the item to the classroom teacher in order to minimize classroom interruptions.

Discipline: Students at Blue River are expected to follow the virtues and be respectful of adults and peers at all times while at school. Teachers have classroom expectations as well as consequences and rewards for behavior. The principal will intervene when students prove they cannot follow classroom expectations or if they have issues throughout the building,

The Blue Valley School district has policies adopted by the Board of Education related to unacceptable behavior and consequences up to, and including, suspension. We work very diligently with students to modify inappropriate behavior and assist them through the process of making appropriate choices. However, if this is not possible, the board policy will be followed.

Dismissal: Students come to the front of the building with their teacher between 3:35-3:40. We ask those children that are car riders to exit the front doors and wait on the landing for their ride. Those students that are parent pick up should exit out the door on the far side of the music room and wait on the landing for their parents.

Please do not come in the building to wait or go to the classroom to pick up your children. This slows the process and confuses the students. The children safely exit the building with their teacher to find you. Also, siblings should meet up outside on the landing and not wait inside the building to find each other.

Again, parents have two choices regarding dismissal:

-You may wait in the car line that forms to the right. Students will enter the car the same way they exit in the morning. Once the line gets moving, it doesn't take as long as you might think.

If you choose not to wait in the carline, you may park and walk across the street and pick up your children. You cannot pull up in the parking lot and have your children cross the

street and get in the car, Also, you may not bypass the car line, pull up closer to the middle school and have your child meet you there. This is unsafe and not fair to those parents following the established procedure. We have completed dismissal every day thus far by 3:50 so it really does go smoothly if everyone follows these guidelines. Please remember to pick your children up on time, Thanks for your cooperation. Please always come to the office to sign students out early.

Dismissal Changes: Your children should know how they are getting home before they ever leave the house in the morning. This avoids the many phone calls students make at the end of the day, stating they're calling to see how they should get home or checking to see if they can go home with someone else, We tell them those decisions have to be made in the morning before they leave home.

If, however, you have to change the normal after school procedure in the case of an emergency, those calls need to be made to the office before 3:00. It gets extremely busy in the office between 3:00-3:35 and the secretaries have their hands full. It is very difficult to get the correct message to the correct teacher when everyone is preparing for dismissal.

Additionally, if you have a dismissal change, please call the office as opposed to sending an e-mail to the teacher or secretaries. The staff does not always have the time to check e-mail throughout the day and the message may not get to your child.

Dress: Dress and grooming should be neat, clean and in good taste so as not to interfere with the teaching/learning process or create a risk to health and safety. We do request that t-shirts carrying negative messages not be worn. Shirts should cover the stomach and have straps. Comfortable play cloths are fine for most school activities.

Tennis shoes are required for safety in P.E. classes. We encourage them for school since all students have a fitness break and a recess each day. Flip flops can be dangerous, especially those with heels. Ankles can easily be twisted from the flip flop coming off. Wheel shoes can be worn but the wheel part cannot be used at any time at school or on the playground.

E-Mail: E-mail has become our primary means of communication. Please be sure you have given us all of the e-mail addresses you wish to receive e-mail on so you stay up to date on all communications. Please try to check e-mail daily for updates. I will also use this tool for emergency information in the event it is needed. If you have not been getting emails from me, please call the office so we can get your e-mail address or send you a paper copy of notifications,

Fund Raisers: The PTO works diligently to keep fund raisers to a minimum. However, we have many scout groups, committees, and other school groups who engage in community service projects to benefit various charities. We know that families cannot support every

effort nor do we have an expectation that you will do so. Please feel free to participate in causes close to your heart and know that we appreciate your assistance.

Inclement Weather: Because of the role humidity plays in this area, it is difficult to give an exact degree setting that should keep students in the building rather than outside for recess or physical education. The following guidelines will be followed when it comes to 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.

If the temperature/wind chill is below 0, students will be kept inside. If the temperature is in the teens or below, recess will be monitored and might be shortened. Students should always dress appropriately for the current weather conditions.

If the weather should turn snowy/icy during the school day please watch your email where we will update you of any dismissal changes. However, the district rule of thumb is that the students are safer here at school than to be dismissed early. You are welcome to pick your children up if you would feel more comfortable, but rarely does the district call school early.

If a bad thunderstorm (lightening/hail) hits at dismissal we will keep the students in the building until the threat of bad weather passes. Again, we will keep you abreast of any changes via e-mail.

Lunch: You are welcome to come to school and have lunch with your child whenever you would like after August 23. Please sign in at the office. Your child may invite one friend to join you for lunch at tables set up for you right outside the cafeteria. We ask that you eat lunch with your child but allow them to go outside for the fitness break with their class. The socialization that takes place at this time between friends is important and, if parents are there, they tend to stay with their parents and not play with their friends.

Middle School Students: If you have middle school students at home, please remind them that they are not allowed to come to BRE after school. If they need to use the phone, they need to use the middle school phone before leaving the building. The teachers at BRE are still teaching and cannot stop to talk to the middle school students. If they need to pick up elementary siblings, they need to wait outside on the landing for the elementary students to be dismissed.

Pets: Please refrain from bringing your pets to school at arrival/dismissal or when entering the school. Some students are very allergic and others are afraid of animals. Even the friendliest pets can get anxious around so much commotion and have been known to nip at someone when you never expected they were capable of doing so.

Safety Drills/Emergency Procedures: Fire drills are held four times per year. Tornado drills are held two times per year. We also have Lock Down drills that allow us to plan for a situation when staff/students should remain in the building or the classroom. We hold these drills monthly.

Each classroom has an emergency kit in the event of a situation where students cannot get to the nurse. Staff reviews emergency procedures yearly. We also have a crisis team that will organize in the event of an emergency.

Staff Members: From time to time many of you have asked about teachers' likes and dislikes in order to remember them on special occasions. This especially happens during Staff Appreciation Week and holidays. Your PTO has developed a sheet that staff members have filled out that lists favorite snacks, drinks, candy, restaurants, etc. A copy of the "favorites" list can be found on the BRE website, under the parent tab, then handbook.

Visitors: Parents will not be allowed into the building this year due to Covid.

**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 Invention (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.

BLUE VALLEY U.S.D. #229 BOARD POLICY