

## **Family Handbook 2020-21**



### **Lakewood Elementary School**

14600 Lamar Overland Park, Kansas 66223

Elementary School Hours 8:35am-3:40pm

**School Office: 913-239-6500**

Attendance Line: 913-239-6505

School Fax: 913-239-6548

School Nurse: 913-239-6513

Counselor: 913-239-6536

Cafeteria: 913-239-6503

Library Media Center: 913-239-6510

### **OUR MISSION STATEMENT**

Lakewood is a community of learners committed to academic growth, while working together to foster meaningful learning through real life connections and focus on the individual growth of each student. Education Beyond Expectations

**Updated August 2020**

Welcome Parents and Students,

On behalf of our Lakewood staff we want to welcome you to the 2020-21 school year! We are excited to begin another amazing year with your children. Thanks to all of our community and PTO volunteers for your continued support to maintain a school that offers children exceptional resources and opportunities to grow academically and socially in a safe environment.

We believe our purpose is to provide each child with a safe environment as they meet new friends and accept the challenges of elementary school. We provide children with an educational experience that is stimulating, rewarding and meets their individual needs. We invite and encourage all parents to take an active part in their child's education by volunteering and attending school activities.

This handbook is merely a guide to assist you and your child with any questions regarding procedures or district guidelines. Lakewood Elementary School conforms to the Blue Valley School District policies and procedures. These may be found on the district website: [www.bluevalleyk12.org](http://www.bluevalleyk12.org). 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 our school.

Please remember that this is 'your' community school and we are your partners in this journey of learning!

Respectfully,

*Kathleen Cigich*

Mrs. Kathleen Cigich, Principal

Lakewood Elementary School

**Absences:** Children that are absent for any reason should not be on school grounds while classes are in session or at evening activities. 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's Absentee Line at 913-239-6500** or email the teacher or front office and report 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. Your child will be given time to make up missed work. Please be aware, many classroom experiences cannot be made up through homework. Teachers are not required to pull work for students who are going out of town for personal reasons.

District Policy regarding specific conditions/illnesses:

- Rashes: Rashes of unknown cause should be evaluated by a physician and the child should remain home until diagnosis is determined. A rash could be as simple as allergic reaction or an indication of a more serious illness.
- Sore Throat: A child will stay home with a sore throat and a fever (100 degrees or above) until fever free for 24 hours without the use of fever reducing medicine. The appearance of child should also be taken into consideration, if the child obviously is ill, lethargic, etc., they 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 or above the child will stay home. The child can return to school after they remain fever free for 24 hours without the use of fever reducing medicine. If a child develops a fever at school, a parent will be called to pick him/her up.
- Pink Eye (Eye Inflammation): A child will remain home for 24 hours after treatment by physician, drainage has stopped or a physician's note stating the child is non-infectious.
- Diarrhea (2 or more loose or watery stools): A child will stay home until free of diarrhea for 24 hours without the aid of medication. If a child has diarrhea at school, a parent will be called to pick him/her up.
- Vomiting: A child will stay home for 24 hours after last vomiting occurs. If a child vomits at school, a parent will be called to pick him/her up.
- Impetigo: A child will remain home for 24 hours after medical treatment by physician or a physician's note stating child is non-infectious and open wounds will be covered.
- Lice: A child will remain home until after treatment with approved anti-parasitic shampoo and checked by school nurse.
- Chicken Pox: A child with lesions must be completely scabbed over (usually 5 days) and checked by the school nurse.

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,

some missed assignments will be available upon a student's return to school. Excessive absences of 5 or more days may result in a letter home from our LKE office.

**Arrival:** The first bell rings at 8:30. The bell signaling the start of school is 8:35.

1. Students may be dropped off in the front or back car line during arrival.
2. Students must remain in cars until 8:15am.
3. Students who are purchasing breakfast may arrive at 8:15am and go to the cafeteria.
4. Late arrivals need to sign-in with a parent in the office and get a late slip for class.
5. Students will be considered tardy if they arrive after 8:45.

**Back to School Night:** Back to School Night is scheduled one evening during the early weeks of school. It provides an opportunity for parents and teachers to meet. Information is provided about curriculum, instruction and the PTO. The staff shares valuable information about goals for students and how they will work to achieve them. The program is for parent and teachers only. (see calendar for dates)

**Before School/After School Care:** The YMCA leases space to operate a before and after school care program independent of the school. The YMCA program is located in the Lakewood cafeteria. For drop off and pick up for the YMCA program, parents should use the south double door entrance off the back blacktop area. Call 913-345-9622 for times, costs, and program information.

**Bicycles:** Students may ride bikes to school with parent permission. We recommend third-fifth grade or younger students with their siblings. Students must wear bike helmets. We recommend they lock their bikes on the bike rack. Skateboards, roller blades and electric scooters may not be ridden to school for safety reasons.

**Birthday Treats:** We do not allow treats for birthdays, edible or non-edible. This change is due to several factors including health, safety, and to preserve instructional time. Birthdays are a special time for each child and as such, the school will provide recognition through classroom celebration routines. If birthday treats are sent to school, they will not be distributed and will be returned home. Party invitations for individual students (i.e. birthdays, etc.) may not be distributed at school unless issued to the entire class. Please do not send balloons or flowers to the school for your child's birthday. They will not be allowed to travel home on the bus.

**Building Security (Buzzer Entry):** Having a safe environment for our students, guests and staff is our number one priority. We have many procedures in place to help assure we accomplish this mission each day. We will continue with the "Buzzer" entry system. This entry procedure increases our controlled access to the facility. Thank you for your support of this important step. All exterior doors will be locked during the school day and all visitors, including families, will

need to use the buzz-in entry system at the front entrance. Visitors will be asked to use the outside intercom and security camera to show their government-issued ID and share the purpose of their visit before being “buzzed in.” Main entrance doors will be unlocked for a short period of time during arrival and dismissal. Anyone inside the building at any time can always exit using any exit door. Doors are locked at all times and cannot be opened from the outside, but they can always be opened from the inside in the event of an emergency.

**Bus Information:** Bus services are available at no charge to students living outside a 2.5 mile radius from the school. Students living within the 2.5 mile radius may obtain services for a fee. Forms are available online by visiting the Durham website at [www.durhamschoolservices.com](http://www.durhamschoolservices.com). Arrangements for busing must be made through Durham, 7321 W. 135th Street, Overland Park, Kansas 66223; phone 913-681-2492. We do not currently have any part of our attendance area outside the 2.5 mile radius.

**Cell Phones:** Students are not allowed to have cell phones on during the day or to use their cell phones at school unless a teacher has requested them to bring a device for instructional purposes. If you ask your child to call you after school they are welcome to do so after they leave the school building. Cell phones are to be kept in backpacks and in the ‘off position’ during school. While in our carpool line, we ask you not to use your cell phones to ensure safety during drop-off and pick-up.

**Classroom Visitors:** Visitors are currently not allowed in the school building.

**Cold Weather Policy:** 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. In case of unfavorable weather, please be assured we will use discretion as to whether the children will have outdoor recess. Generally, 10 degrees F actual, or wind chill, temperature is the cut-off for indoor recess during cold weather. Please dress children appropriately – hats, coats, gloves – for cold weather. Please label all clothing items with last names.

**Communication:** Every Friday, we will send out a weekly newsletter to our families. The “Community Newsletter” will bring you important information and upcoming events. Lakewood also has a Facebook Page where information is updated routinely.

**Contact Information:** Any change in contact information (home phone, work phone, cell phones, emergency contacts, etc.) should be turned into the office. This information will be relayed to the school nurse and necessary school personnel. Parents can also update contact information by accessing the Blue Valley District website using Parent Vue. This requires an activation key so that you can set up a user name and password. If you have already set up your

Parent Vue account and have forgotten your password, please contact the school office at 913-239-6500 and we will be happy to assist you.

**Crisis Plan/Lockdown:** A detailed crisis plan is in place at all times. All visitors must report to the office. The faculty will immediately report any stranger to the building and on school grounds who is not wearing the appropriate badge provided by the office.

**Custody/Court Orders:** Court orders prohibiting unauthorized persons from picking up children must be on file at the school office. Court orders will be honored.

**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 ring the bell and leave the item on the gray table in the front entryway. Our school secretaries will determine the most appropriate time to deliver the item to the classroom teacher in order to minimize classroom interruptions.

**Dismissal:** All adults using the car line must have a car tag with student name or a piece of paper with student names. We ask those children that are car riders to exit the building once they are called.

Back Car Line = K & 1st plus siblings

Front Car Line = 2nd-5th Grade

Day care providers will pick students up in the back.

**Dress Code:** Lakewood adheres to the Blue Valley School District's policies on appropriate clothing. Dress and grooming should be 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 clothes 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 two recesses per day. Flip flops frequently break during school days.

**Early Pickup and Late Arrival:** If you bring your child in late or check your child out early, they must be accompanied by an adult and signed in/out in the front office.

**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. You may phone the school at 913-239-6500 or email us to convey messages. 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 e-mails from me, please call the office so we can get your e-mail address or send you a paper copy of notifications.

**ESI (see below)**

**Field Day:** Field Day is held in May for grades K-5. One-half day is assigned to each level (K-2) (3-5). The emphasis is on participation and fun. The activities are planned and coordinated by our Physical Education teachers and a parent committee. Volunteer parents help with activities making field day a successful and valuable experience for our students.

**Field Trips:** *There are no field trips planned currently for the 2020-21 school year.*

**Inclement Weather:** 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 check your email, text or the website where we will update you of any dismissal changes. If severe weather (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 aware of any changes using our communication system.

**Lunch:** *There are currently no parent visitors at lunch as of August 2020.* To see the menu for the day, visit <https://bluevalleyk12.nutrislice.com/>.

**Pets:** Please refrain from bringing your pets to the entrance of the school at arrival/dismissal. Please keep pets at the bike racks. Some students are very allergic and others are afraid of animals. Even the friendliest pets can get anxious around a large number of students.

**Medications At School:** The Blue Valley School District Department of Special Services maintains a policy regarding the administration of medications in the school setting. School personnel are allowed to dispense “over-the-counter” medications with written parental permission. Parents may be asked to provide this product if a child’s needs require regular dispensing. Prescription medications require the written authorization of a physician in order to be dispensed at school. The following guidelines will be used at Cedar Hills Elementary in regard to this medication policy:

1. “Over-the-counter” and prescription medications must come to school in the original labeled container. Medications received in baggies, envelopes, Kleenex, lunch boxes, etc. will not be dispensed.

2. All medication will be kept in a locked cabinet in the health room. A full-time school nurse is available during regular school hours, therefore, it is not necessary for any student to carry medication.
3. Medications will not be dispensed without a Blue Valley medication request and permission form signed by a parent and physician and kept on file in the student's health folder.
4. Medications will not be stocked or supplied by the school. It is the responsibility of the parent to supply the medication to the health room if they desire their child to receive it at school.
5. The medication request and permission form must be renewed annually.

**Procedures/Discipline:** Students at Lakewood are expected to follow the Blue Valley virtues and the district code of conduct. Students are to be respectful of adults and peers at all times while at school. Bullying is not tolerated and we ask students to be 'reporters' of such behavior. Teachers will log any behaviors that interfere with instruction and it will be documented and investigated immediately. 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

**Safety Drills/Emergency Procedures:** Fire drills are held at least three times a year. Tornado drills are held twice a 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 each quarter. 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.

**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. 1. 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. 2. Reports of sexual harassment received from other sources will also be investigated. 3. After completion of an investigation, if the investigator determines the claim of sexual harassment was made maliciously, disciplinary action will be taken. 4. 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.

**Technology Devices:** Lakewood seeks to integrate the use of technology as an important part of our education program. The opportunity to approach learning in a variety of formats and to access information from a wide range of sources presents exciting learning opportunities. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The District has installed filtering software to restrict access to controversial materials. In addition, we have implemented the following policies:

- Students will only use the Internet with the teacher's permission.
- Students will use only approved search engines or sites bookmarked by a teacher. In addition, the smooth operation of the network relies upon proper conduct of the user who must adhere to the strict guidelines outlined below regarding unacceptable and inappropriate use.

It is unacceptable/inappropriate for students to:

- Publicize his/her name, address, phone number
- Send/receive messages using someone else's name
- Lend his/her account and/or password to other students and/or adults
- Plagiarize the work of others in completing school assignments
- Vandalize or otherwise destroy data of another user
- Send/receive messages that contain obscene language, graphics, pictures
- Send/receive messages that are inconsistent with school rules
- Use obscene, harassing or abusive language online
- Violate copyright laws
- Attempt to log-on to district computer networks as a network administrator
- Access or attempt to access any part of the district computer networks or any part of a sub-system of the Internet without proper authorization
- Create, copy or post a computer virus
- Use communication technologies for commercial use
- Use communication technologies in any way that violates school rules, administrative guidelines, Board policies or procedures, state statutes, local ordinances, or other laws.

Consequences of Unacceptable Use Students violating these guidelines or other administrative

guidelines or board policies relating to acceptable use of communication technologies will be subject to any and all applicable disciplinary measures. Possible disciplinary measures may include, but are not limited to, temporary or permanent loss of use.

**Weapons/Weapon-Like Devices:** Possession on School Property: Board Policy 3516 addressed 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, knife, box cutter, antique firearm, Class C common fireworks, etc. This does include pellet guns, B-B guns, airsoft guns, and paint guns.

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**Electronic communications:** The Blue Valley School District has issued district student email accounts to students at no cost to the student. Students will be expected to use this account for academic purposes only. Students can access this account from their homes or on a district computer in their home school. Students in Blue Valley are expected to respect and abide by the following email guidelines:

- Messages should be kept simple and direct using correct grammar and spelling.
- The use of appropriate language is expected. Swearing is unacceptable at all times.
- Sarcasm and slang should be avoided and any criticism should be constructive in nature.
- Derogatory comments including those regarding race, gender, religion, politics, sexual orientation, physical or mental status, or ability will not be tolerated.
- Content of online discussions, and personal information learned through online discussions, must remain private.
- Personal information such as student ID, social security number, address, or phone number should never be revealed in an email.

**Email messages** must not be assumed to be confidential or private. Due to the fact that we cannot guarantee the privacy of electronic messages, email should not be used for confidential or sensitive communications.

**Personal or Mobile Devices:** 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.

***Additional Guidelines for personal devices:***

- The district is not responsible for any damage, loss, or theft of the personal, mobile electronic device.
- Students will be responsible for the care and technical support; the district does not provide technical support for personal devices.
- Students will respect privacy of other students and teachers when using personal, mobile devices and audio/video recording or imaging capabilities. No audio or video recordings/images will be captured or shared without direct permission from a teacher or administrator.
- Students are expected to respect and abide by the Blue Valley Board of Education's policies on acceptable use of technology.
- The Blue Valley School District is not responsible for the security of the personal, mobile electronic device including, but not limited to, virus protection and/or unauthorized release of information contained on the device. We recommend that any personally sensitive files (tax documents, social security information, bank records, etc.) are removed from the device before it is used on campus.
- Students are responsible for any accessories necessary for operation and usefulness of the device including cables, charged batteries, cases, and other peripheral devices.
- Students are responsible for their own files and should back them up as needed. The Blue Valley School District is not responsible for replacing lost files or reimbursing for the time and money necessary to replace those files.

**Blue Valley Acceptable Use Policy #3518** : Use of communication technologies shall be defined as technologies used on district groups or at district activities whether or not owned or operated by the district, including, but not limited to, computer, networks, internet and e-mail. Student use of communication technologies shall be considered as a privilege, which may be restricted or denied. Any student who uses communication technologies in an inappropriate or unacceptable manner or in violation of Board policies or administrative guidelines, shall be subject to disciplinary action including, but not limited to, temporary or permanent loss of use.

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## **EMERGENCY SAFETY INTERVENTIONS 3522**

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.