

Overland Trail Elementary School

Family Handbook

2022-2023



6225 W. 133rd Overland Park, KS 66209
(913) 239-7000
(913) 239-7048 Fax

Mrs. Melissa Hansen, Principal

MHansen01@bluevalleyk12.org

Mrs. Erica McDonald, Assistant Principal

ECMcDonald@bluevalleyk12.org



Dear Overland Trail Elementary Families,

It brings me complete joy to welcome our students and their families back to Overland Trail Elementary (OTE) for the 2022-2023 school year. Our staff has already been eagerly collaborating, planning, and preparing to welcome our students back with hearts full of love. Our team understands now, more than ever, the power of transition. Please take comfort in knowing that we are exercising our full potential to transition each student back with generous social-emotional support and overall grace. As your child walks into their new "class home" at OTE, we cannot wait to celebrate them and amplify our school-wide theme this year for each student to be **"Better Together."**

Our goal at Overland Trail is to ignite a love for learning and personal growth in our students, both socially and academically. To accomplish this, we must all work together to establish a safe and equitable learning environment that cultivates collaboration and creativity. There are policies, procedures, and schedules in place to support this goal. This handbook provides an overview of general school information including important contact information.

As always, feel free to reach out to us with any questions or concerns. You may contact us by phone at (913) 239-7000, visit our website: www.bluevalleyk12.org/ote, and follow us on Twitter: @OTECougars or @OTEHansen. We are grateful to have you as a part of our growing OTE family--we look forward to another successful year at OTE!

Sincerely,

Mrs. Melissa Hansen

Principal, Overland Trail Elementary

Table of Contents

I. General Information	4
A. Student Rights and Responsibilities	4
B. Daily Schedules	4
C. Arrival and Dismissal Procedure	5
D. Lunch Program	6
E. Pictures and Yearbook	7
F. Employee and Visitor Badge Guidelines	7
G. Childcare Before and After School	7
II. Student Academics and Wellbeing	8
A. Attendance	8
B. Behavior	8
C. Student Personal Electronics Policy	8
D. School Technology	8
E. Bringing Items to School	9
F. Student Withdrawal Procedure	9
G. Health Screening	9
H. Medications and Health Concerns	9
I. Make-Up Work and Homework	10
J. Student Personal Appearance	10
III. Family – Communication and Contact	10
A. School-Wide Communication	10
B. Communication with Teachers	10
C. Parent / Family Volunteers	11
D. Delivery of Items to Students	11
E. Lost and Found	11
IV. School Safety	11
A. Emergency School Closings	11
B. Building Safety Protocols	11
C. Procedures to follow in case of emergency	12
D. Outdoor Activity Guidelines	12-13
E. Bike Safety Rules	13
F. Animal Policy	13
G. Roller blades, Scooters, and Skateboards	14

H. Shoes	14
V. Events	14
A. Birthdays	14
B. Classroom Parties (Halloween/Fall, Winter, Valentine's Day)	14
C. Religion and Prayer Guidelines	15
D. Field Trips	15
VI. Emergency Safety Interventions (ESI)	15-18
Overland Trail Elementary Contact Information	19

I. General Information

A. **Student Rights and Responsibilities** for all Blue Valley students can be found in the Board of Education Policies, which are available on the Blue Valley website at: www.bluevalleyk12.org under the *About Us, Board of Education* link.

B. Daily Schedules

BUILDING SCHEDULE

8:00 AM	School office opens
8:25 AM	Students enter
8:40 AM	Bell rings; class begins
3:45 PM	Students dismiss
4:00 PM	*School office closes *Students must be picked up by this time or else they are considered a child in need of care.

LUNCH SCHEDULE

Kindergarten	10:45-11:15
First Grade	11:45-12:15
Second Grade	12:15-12:45
Third Grade	11:15-11:45
Fourth Grade	1:15-1:45
Fifth Grade	12:45-1:15

SPECIALS SCHEDULE

Kindergarten	2:30-3:30	Third Grade	1:30-2:30
First Grade	12:30-1:30	Fourth Grade	11:00-12:00
Second Grade	9:55-10:55	Fifth Grade	8:50-9:50

C. Arrival and Dismissal Procedure

Arrival Procedures:

1. **Children should arrive at school after 8:25 AM.** Children arriving before this time are not under the supervision of a staff member.
2. School begins at 8:40 AM. After 8:40 AM, students are considered tardy. A parent or guardian must come to the front entry of school with their photo id to have their child signed in if they arrive at school later than 8:40 AM.
3. Students must be with an adult at all times in the parking lot.
4. **Students may not be dropped off in any parking lot.**
5. Students should remain buckled in their seats until the vehicle stops in the traffic loop.
6. Cell phones should not be used while in the traffic loop.
7. Vehicles in the traffic loop will have the right of way and will be given priority over families that are walking or going to the parking lot.

Dismissal Procedures:

8. The school day officially ends at 3:45 PM.
9. Dismissal begins at approximately 3:40 PM.
10. Students who walk home will exit the building through the exit doors at the North side of the building..
11. Students who walk home cannot stay on the OTE campus. Y-Care utilizes the building and playground after school M-F.
12. Students who are car riders will come out to the front loop with a staff member.
13. Students may not be on the front loop sidewalk during dismissal without an adult.

Release of students during school hours:

14. In order to check your child out of school, we will need you to come to the office. Please do not call in advance and ask to have your child waiting for you. We will call them from class after you arrive and have shown your photo id at the front door.
15. If someone other than a parent is sent to pick up a child, we must have advance notice from the parent or we will not release the child. We will also ask for a photo ID.
16. Students who are ill may be picked up at the nurse's office after being signed out at the main office.
17. Parents may not go directly to the classroom to pick up students as it interrupts valuable instructional time for the class.

Alternate plans for leaving school:

- 18. **Alternate after-school plans are granted for emergency situations ONLY** (i.e. playdates and social activities are not considered an emergency situation). Emergencies should not occur on a weekly or monthly basis. In the event of an emergency situation in which an alternate after-school plan is needed, ALL requests must be made in writing to the OTE office at: OTEOS@bluevalleyk12.org **BEFORE** 3:00 PM.
- 19. The Student Checkout Tool is also listed on the school website.
- 20. Please do not email this information to teachers as there is no guarantee they will receive the message.
- 21. Please avoid calling after 3:00 PM. Delivery of messages after 3:00 PM is not guaranteed.
- 22. If your child will be riding or walking home with a friend, please send a note to your child's teacher **AND** the school office indicating the friend's name and plan for leaving school.
- 23. To ensure student safety, if we do not have written or verbal consent for alternative plans, your child will be required to go home in the way parents/guardians provided at the beginning of the year.

Bus information: Students must live at least 2.5 miles from their school in order to receive free transportation. Contact Durham School Services at 913-681-2492 for route availability and rates.

Buses will unload/load in the west (Lamar Drive) circle.

D. Lunch Program

General Policies and Pricing: A menu is available online at the OTE or BV District website. Students may purchase meals at school. Elementary school pricing for the 2022-2023 school year is below.

Student Breakfast \$1.55	Student Lunch \$2.85
Reduced Price \$.30	Reduced Price \$.40
Adult Breakfast \$2.00	Adult Lunch \$3.90
Milk/Juice \$.60	Milk/Juice \$.60

Families: Family members are welcome to eat lunch with their child at any time after Labor Day through April 30. Beginning May 1, families will not be able to eat lunch with their children. For the first few weeks, students will be learning lunchroom procedures and expectations. If you would like to eat lunch with your child, please stop to sign in at the office before going to the cafeteria. **For safety reasons, all lunch visitors need to be listed on the child's Synergy Account (as a parent or emergency contact).**

Adding Money to your Child's Account: Deposits can be made at any time into lunch accounts. Payment can be made through your Titan meal account or by check made payable to BVFNS. Please write your student's name on the memo line. E-mails can be set up to notify parents of their balances when getting low. If you have any questions about your child's account, please notify OTE Food Services Staff.

Free/Reduced Lunch Benefits: Please complete the following online application to see if your child qualifies for free and reduced lunch benefits. This is an **incredible** program that benefits not only your child but also the school. I encourage all to apply. Worst case, you receive a letter in the mail stating

you do not qualify. The website to apply is EZMealapp.com. Additional information can be found on the BV website, www.bluevalleyk12.org under the *Department, Food & Nutrition* link.

E. Pictures and Yearbook

School pictures are taken of students each year in early fall and spring. Reminders are sent home with students in our weekly newsletter and email messages will also go out to parents. Information regarding ordering a yearbook will be in the PTO tool kit and school picture information will be sent home via the Friday Folder.

F. Employee and Visitor Badge Guidelines

Parents are always welcome to visit our school. We ask that you follow a few general guidelines to avoid disrupting valuable instructional time. All volunteers must have pre-arranged volunteer time with a teacher or the office. After showing your photo id at the front door, check-in with the office first to obtain a Visitor's Badge.

Classroom visitation by parents/legal guardians is permitted under these circumstances:

1. To attend a class function such as a classroom party or event.
2. To have a conference with the teacher in the classroom when other students are not present.
3. To volunteer. Volunteers must follow all guidelines as outlined in the school volunteer program.

Classroom observations may be requested in extenuating circumstances. In order to make classroom observations during instructional times, requests must be made in writing and delivered to the building principal at least 48 hours prior to visiting the classroom. The principal reserves the right to determine if an observation may occur. The principal reserves the right to accompany the observer to the classroom and will limit the observation to no more than one person for one hour. The time will be decided by the building principal. Observations will not be scheduled during testing. No recording equipment or cameras will be allowed in the classroom during an observation unless prior permission is given by the principal.

G. Childcare Before and After School

YMCA School-Age Child Care programs offer continuous care throughout the school year. The YMCA program is not a part of the school district but leases space in our school for the convenience of our community. All Blue Valley elementary schools provide before and after school care. Fees are based on the number of days school is in session. There are no prorated weekly fees for school holidays. YMCA Blue Valley office can be contacted at 913-345-9622 or visit <https://kansascityymca.org>.

Childcare sessions are as follows:

- Before school: 7:00 AM – 8:25 AM
- After school: 3:45 PM – 6:00 PM
- Non-school days: 7:00 AM – 6:00 PM

II. Student Academics and Wellbeing

A. Attendance

If your child is going to miss school, please call the Overland Trail Elementary attendance line at 913-239-7005 or e-mail the attendance line at attendanceOTE@bluevalleyk12.org.

Please include your child's name (first/last), grade level, classroom teacher, and reason for the absence. If leaving a message, please make sure you speak slowly and clearly. It is always helpful to repeat the information as well. The Blue Valley School District has adopted an amendment to the district's attendance policy (Board Policy 3200). Students will be permitted a total of *seven* excused absences during the school year for the purpose of family emergencies, family vacations, and personal business. If your child will be out for vacation, send a note to the teacher **AND** to the office. Separate notes should be written for each child.

B. Behavior

Overland Trail Elementary students are expected to be respectful learners and successful students who ensure the safety of themselves and others. We work with students and encourage them to demonstrate kindness, compassion, and respect towards themselves and others. There are, however, times when students make mistakes or poor choices. Our philosophy is to help students take responsibility for their actions and learn more effective strategies for the future. Teachers, parents, and administration will work together to help students develop the skills necessary to be successful at school. Additionally, all adults including staff are expected to also display kindness, compassion, and respect. Information about our school-wide system of positive behavior interventions and supports (PBIS) and Conscious Discipline will be available to parents at Back to School Night and or per request.

C. Student Personal Electronics Policy

While families may wish students to have cell phones available before and after school, OTE guidelines ask students to leave cell phones and electronic devices including smartwatches in their backpack while on school property unless a teacher gives permission to have them out. Every attempt should be made to address personal affairs at homes such as arranging visits with other students or activities. If students need to use a phone, they may ask a staff member to use one of our many building phones. If students choose to use their cell phones or electronic devices while at school without permission, they will be asked to visit the principal and parents will be contacted. Please keep in mind that the school is not responsible for lost or stolen personal electronic devices and therefore we ask they be kept at home.

D. School Technology

Overland Trail Elementary 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. All Elementary students will review the Elementary Technology Guidelines every year in class. Please use the link below to view the guidelines. Your reinforcement of these policies will help keep our students safe and productive at school. Visit the Blue Valley website at www.bluevalleyk12.org, *Department, Technology* link for the Elementary Technology Guidelines.

Students violating these guidelines or other administrative guidelines or Board policies relating to the acceptable use of communications 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 of technology.

E. Bringing Items to School

The only time students should bring non-school items is when their teacher instructs them to do so (for a special event). The students will assume responsibility for any items brought to school, including lost, stolen, or broken items. Roller blades, skateboards, weapons, toys, or lookalike weapons are prohibited on school property per board policy and or state law.

F. Student Withdrawal Procedure

Please notify the school office as soon as possible in the event that your child will no longer be attending Overland Trail Elementary School.

1. Check to see that your cafeteria account is paid in full.
2. Be sure that all library books are returned.
3. Return all textbooks to the classroom teacher.
4. If you wish to take copies of school records with you, notify the building secretary at least three days prior to withdrawal. We will send records to the new school when we receive a records request.
5. We will not be able to officially drop the student from our roster until the new school submits a request for records. Please keep in mind that your child will be marked unexcused and truancy procedures will be followed per state guidelines.

G. Health Screening

Vision screenings are completed for K, 1, 2, 4, and 5-grade students, and Hearing Screenings are completed for K, 1, 2, and 5-grade students each year. Students that are new to Blue Valley and/or receive Special Education Services will have both vision and hearing screenings every year.

H. Medications and Health Concerns

A doctor's note is required for prescription medication to be taken at school and that medication must be sent in the prescription bottle. When you have the prescription filled, you can ask your pharmacist to label an extra bottle.

Over-the-counter medication such as Tylenol, cough suppressants, or decongestants must be in the original container and accompanied by written permission from the parent for this medication to be given at school. This medication must also be in the original container and will be given according to the dosage on the label.

Children must be fever-free and vomit-free for 24 hours before returning to school.

Please contact the school nurse if you have any questions or if your child has an exceptional health problem upon entrance to the school (913-239-7013).

I. Make-Up Work

If your child has missed school due to illness, you can call the school and request assignments to be picked up in the office. Due to a variety of plan times, materials may not be available until the following day. We encourage you to plan vacations so your child and or children do not miss school. The daily instruction in each classroom cannot be replaced by make-up work and students may miss critical information that builds on future lessons. If it is necessary to miss school we encourage you to take books to read, math facts, journals, games, etc. Due to instructional adjustments that are made on a daily basis, it is difficult to send assignments with your child to complete during a vacation. Assignments can be made up upon your return. Students are responsible to make up assigned work within a reasonable amount of time upon their return to school.

J. Student Personal Appearance

Overland Trail Elementary is a place for learning; appearance and attire should be appropriate for this setting. We adhere to the following guidelines when faced with issues about dress per B.O.E. policy 3513 – Amended 10 July 2000.

1. Clothing that disrupts learning is not appropriate for school, and students will be asked to change their clothes. Provocative clothing is inappropriate as well. Examples of clothing that disrupt learning include apparel that allows a bare midriff, apparel that allows underwear to show, clothing that is too tight such as tube tops, necklines that are provocative, extremely short shorts and skirts, or skirts with provocative slits.
2. Parents will be encouraged to monitor student dress to support a learning environment.
3. Apparel items posing a threat to the safety of school community members are not to be worn in schools. (e.g. chains, studded accessories)
4. T-shirts that advertise illegal activities or items students cannot legally buy will not be worn in school.
5. Students may be asked to change should a violation of the Board Of Education Policy occur.

III. Family: Communication and Contact

A. School-Wide Communication

Our primary forms of communication with our school communities are our school website, newsletter, text alert, and email.

B. Communication with Teachers

The Overland Trail Elementary principal and faculty will communicate openly and frequently with parents about the welfare and academic progress of students as well as special events happening at the school. Email is our most frequently used method of communication.

Parents are encouraged to contact their child's teacher at any time. Unless it is an emergency, teachers are not to take phone calls during instructional time. However, you may leave the teacher a voicemail. Staff members including the office are expected to return messages within 48 hours if possible. Please keep in mind there are some exceptions (i.e., weekends, school breaks, out of town).

Additionally, please do not leave dismissal changes on the teacher's voicemail system or in an email. It is likely those messages may not be received in time for dismissal. Please keep in mind teachers only have specific times during the day when they are available to answer emails and voicemails. Please refrain from calling the office to make alternate arrangements for rides and playdates for your child. Special arrangements should occur outside of the school day and not involve school personnel. Thank you for your support in keeping our students safe!

C. Parent / Family Volunteers

Overland Trail Elementary has many opportunities for family members to volunteer in the building. Your assistance is welcome and appreciated. If interested, please contact your child's teacher or a PTO officer or chairperson. As always please sign in at the office before proceeding to the classroom or designated area to volunteer. Thank you for supporting student learning and our school.

D. Delivery of Items to Students

It is natural that students may occasionally forget items they need at school such as a lunch, lunch money, musical instruments, homework, textbooks, or articles of clothing. It is best to allow children as they progress into the upper grades to experience the natural consequences of forgetting things, as this helps them learn responsibility. We do respect your judgment in such matters, and should you feel it most appropriate to have an item delivered to your child, we ask that you bring the item to the office. Our staff will determine the most appropriate time to deliver the item to the classroom in order to minimize classroom interruptions. Student lunches should be dropped off by a parent or guardian, not an outside delivery service (i.e.: Mr. Goodcents). Thank you for your assistance.

E. Lost and Found

Lost and Found are located at the bottom of the staircase closest to the foyer. Students or parents may check this area at any time. More valuable items, such as jewelry or glasses are kept in the office.

Marking your child's clothes and personal items is encouraged. Unclaimed items in the lost and found will be donated to charity organizations at the end of each semester (the last day of school prior to winter break and summer break). Please keep in mind that students are responsible for their items while at school. Please refrain from contacting your child's teacher or office to locate missing items. Students may check the lost and found before and after school M-F. Thank you in advance for your support.

IV. School Safety

A. Emergency School Closings

The "**Blue Valley Alerts!**" system will notify you of emergencies and plans from the district. Please visit the website at www.bluevalleyk12.org to sign up for BV Alerts and more information.

B. Building Safety Protocols

Overland Trail Elementary School has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying the school should an emergency occur. Our main objective is to attend to the health and welfare of your child in the event of a crisis. The following emergency plans are in place at Overland Trail:

1. Fire and Tornado Drills

2. Lockdown
3. Inclement Weather
4. Medical Emergencies
5. Other Emergency Plans as defined by the District Office

All safety drills and procedures are posted in the classroom, pods, and other pertinent areas. We ask that everyone in the building participate in emergency drills and plans as they occur.

C. Procedures to follow in case of emergency

1. Turn on your radio or television. We will keep the media informed of any emergency.
2. Monitor your email.
3. Monitor the form of information you chose for “Blue Valley Alerts!”
4. Please **do not** call the school, we have limited phone lines that need to be used to respond to the emergency.
5. Please **do not** come to the school unless requested to pick up your child at school. An emergency may require emergency vehicles and workers to be able to get into the building. We will notify the school community of any relocation of staff and students.
6. OTE will collaborate with school district personnel and emergency responders to communicate necessary information with the whole community as soon as possible.

D. Outdoor Activity Guidelines

Due to the extreme variability in our local weather, the following guidelines will be utilized in determining outdoor activities at Overland Trail Elementary.

- a) Outdoor activities may be allowed unless the wind chill drops below 10 degrees or the heat index is above 100 degrees. Additional environmental variables including weather warnings, precipitation, playground conditions, fog, or smoke, may limit outdoor activities.
- b) Outdoor activities will be appropriately monitored and limited when the wind chill is between 10 and 20 degrees or the heat index is between 95 and 99 degrees.
- c) Please have your child wear appropriate clothing including a coat, hat, and gloves to protect them on cooler days when outdoor activities are allowed. Students are responsible for their outdoor weather wear belongings. It is encouraged that your child labels their coat, hat, and or gloves.
- d) Please advise your student’s teacher or school nurse if your child needs to remain indoors for medical reasons. The school may ask for medical documentation should the student need to modify activity during recess and PE.

E. Procedures to follow in case of emergency

1. Turn on your radio or television. We will keep the media informed of any emergency.
2. Monitor your email.
3. Monitor the form of information you chose for “Blue Valley Alerts!”
4. Please **do not** call the school, we have limited phone lines that need to be used to respond to the emergency.
5. Please **do not** come to the school unless requested to pick up your child at school. An emergency may require emergency vehicles and workers to be able to get into the building. We will notify the school community of any relocation of staff and students.
6. OTE will collaborate with school district personnel and emergency responders to communicate necessary information with the whole community as soon as possible.

F. Outdoor Activity Guidelines

Due to the extreme variability in our local weather, the following guidelines will be utilized in determining outdoor activities at Overland Trail Elementary.

1. Outdoor activities may be allowed unless the wind chill drops below 10 degrees or the heat index is above 100 degrees. Additional environmental variables including weather warnings, precipitation, playground conditions, fog, or smoke, may limit outdoor activities.
2. Outdoor activities will be appropriately monitored and limited when the wind chill is between 10 and 20 degrees or the heat index is between 95 and 99 degrees.
3. Please have your child wear appropriate clothing including a coat, hat, and gloves to protect them on cooler days when outdoor activities are allowed. Students are responsible for their outdoor weather wear belongings. It is encouraged that your child labels their coat, hat, and or gloves.
4. Please advise your student’s teacher or school nurse if your child needs to remain indoors for medical reasons. The school may ask for medical documentation should the student need to modify activity during recess and PE.

G. Bike Safety Rules

For safety reasons, only students in grades 3, 4, and 5 may ride bikes to school without parental supervision. Bicycle racks are located next to the gym. Students must walk their bicycles when on school campus and or Blue Valley School District property as well as across all crosswalks. Students need to bring and use their own bike locks while at school. The school and or district is not responsible for damaged, lost or stolen property.

H. Animal Policy

In the interest of providing the safest possible environment for our students while at school, we ask that all family pets be excluded from school campus during school hours (including Y-Care hours). Thank you in advance for your support.

I. Roller Blades, Scooters, and Skateboards

Blue Valley district policy does not allow roller blades or skateboards on school grounds at any time. Scooters and bikes cannot be ridden on school grounds during school hours. Scooters must be locked at bike racks in a designated area.

J. Shoes

Shoes other than tennis shoes are dangerous for recess and P.E. – even platform tennis shoes are dangerous for active play. Students should wear or bring tennis shoes for recess and P.E. We also encourage your child to avoid flip-flops and other non-tennis shoes while at school due to safety. Shoes that have wheels on the sole of the shoe are not appropriate for the school setting and students that wear light-up tennis shoes may be asked to change shoes or turn off the shoe lights if it becomes a distraction to the learning environment.

V. Events

A. Birthdays

Birthday Books: Birthdays are very special times for our children. Students are invited to celebrate their birthdays by donating a book to the Overland Trail Library Media Center. This is a chance to share, with schoolmates, a gift that will be enjoyed for years to come. Parents who would like their child to participate may pay \$15 online through their ParentVue account. The librarian will arrange a time for your child to visit the Library Media Center and select a title from the birthday bookshelf. A bookplate will be placed inside the front cover of the book with the donor's name and birthdate. Contributions will be used to purchase new materials for the Library Media Center.

Birthday and or Celebratory Treats: Due to the growing number of food allergies and medical needs of students, OTE has a **non-edible** treat policy. If you wish, students may bring non-edible birthday treats (e.g., pencils, stickers, etc.) per arrangement with the classroom teacher. Please keep in mind that a birthday celebration should not take away from instructional time.

Birthday Invitations: We ask that students not distribute invitations to personal birthday parties at school unless every student in the class receives an invitation.

B. Classroom Parties (Halloween/Fall, Winter & Valentine's Day)

All students look forward to Halloween or Fall parties, and we have specific guidelines for these parties.

1. At classroom parties where costumes may be worn, violent or gory costumes are not acceptable.
2. Costumes should not take away from instructional time. If a costume becomes a distraction to self and or others, the student will be asked to go to the nurse to change.
3. No costume "weapons" or look-alike weapons may be brought to school, e.g., light sabers, swords, or toy guns.
4. Costumes will be brought to school and worn only for the fall parade/party and should not depict violence or gore.
5. Students should have costumes that do not require time-consuming assistance with makeup, dressing, etc. Additionally, masks should not be worn at school. Please leave your costume mask at home.

6. Costumes need to be respectful of the Blue Valley dress code policy – BOE policy 3513.

C. Religion and Prayer Guidelines

Overland Trail Elementary holiday guidelines are based on a shared commitment to and respect for each individual student. It is our goal to integrate subject matter across disciplines and promote awareness, acknowledgment, sensitivity, and respect for the diversity of all cultures through the study of different countries. Holidays are recognized and studied at Overland Trail through the social studies curriculum and spontaneous student-initiated discussions. Additionally, designated classroom party days (fall, winter, and Valentine's day) should be sensitive to these guidelines.

D. Field Trips

Throughout the school year, classroom teachers may schedule up to 2 field trips per school year, with the principal's approval. Field trip destinations will be within the KC Metropolitan Area and nearby points of interest. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to resources in the community. Parents will receive notices for the field trips well in advance of the scheduled trip date and will be asked to sign a field trip information form. Parent volunteers are welcome to attend field trip outings when bus and trip capacity permits. Student siblings unless in the same grade level should not attend the field trip with a designated chaperone. Field trip fees are assessed at the beginning of the year to cover the cost of the educational experiences.

VI. Emergency Safety Intervention (ESI) 3522

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 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 to 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 of 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.
4. 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.
5. 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 on 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 a 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) a flier 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 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 the 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 the 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 from 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 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 the 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.

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

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.

Overland Trail Elementary

CONTACT US:

ATTENDANCE EMAIL

attendanceOTE@bluevalleyk12.org

ATTENDANCE LINE

(913) 239-7005

SCHOOL FAX

(913) 239-7048

SCHOOL OFFICE

(913) 239-7000

SCHOOL OFFICE EMAIL

oteos@bluevalleyk12.org

