

# **Sunset Ridge Elementary School Family Handbook**



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[www.bluevalleyk12.org/sre](http://www.bluevalleyk12.org/sre)  
@SREFalcons On Twitter**

Dear Families,

Welcome to Sunset Ridge, where students and staff SOAR like a Falcon each and every day.

The Sunset Ridge staff extends a warm welcome to you and your family. Thank you for trusting us to keep your children safe, to guide their curiosity, to create problem-solvers and to inspire them to be the very best person they can be. We feel honored to get the opportunity to spend our days with your children.

As a school family, our mission is to provide a safe and caring place for all children to grow and believe in themselves as learners and individuals. Our focus each day is around 2 goals:

- Health & Well-Being
- Academic Achievement

Through these goals we are able to provide a safe environment, both physically and emotionally for all students. We provide learning experiences that encourage curiosity and problem solving. And we, as an adult learning community, strive to inspire all students to be kind and compassionate contributors to all communities.

The Sunset Ridge Student and Family Handbook is a resource designed to provide helpful information highlighting Sunset Ridge's building practices, policies, school hours and procedures. You may wish to refer to the handbook to answer general questions about our school. This handbook may be updated from time to time.

We look forward to working with you this school year to ensure the very best experience for your child.

From the SRE Family to your family,

**Mary Riley**

Sunset Ridge Principal

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## GENERAL INFORMATION

### **Guiding Principles:**

**Mission Statement:** The Sunset Ridge Community will provide a safe and caring place for all children to grow and believe in themselves as learners and individuals.

**Mascot:** Falcon

**Motto:** SOAR like a Falcon

**Virtues:** *Character Building Blocks for the Blue Valley School District.* The Blue Valley School District has adopted seven virtues that will serve as our curriculum for character education. Sunset Ridge will implement and integrate the following virtues through our curriculum.

- **RESPECT:** Treating others as you wish to be treated.
- **RESPONSIBILITY:** Doing what you are supposed to do, when it needs to be done, even when no one is watching.
- **HONESTY:** Truthfulness to oneself and others in both words and actions.
- **SELF-CONTROL:** To think things through before acting.
- **COMPASSION:** Empathy for others combined with kindness and support
- **COURAGE:** To act on your beliefs even in the face of adversity.
- **PERSEVERANCE:** To keep at it (put forth effort).

**Official Notices for Blue Valley are located at the following link:**

<https://www.bluevalleyk12.org/domain/4477>

### **Notices Included:**

1. Non-Discrimination
2. Accessibility
3. Asbestos Notification
4. Child Find
5. Children's Internet Protection Act
6. Directory Information
7. Emergency Safety Information
8. Family Educational Rights and Privacy Act (FERPA)
9. Free and Reduced Price Meals
10. Immunization Requirements
11. KSDE Parental Rights in Special Education
12. Notice of Rights of Homeless Students
13. Protection of Pupil Rights (PPRA)
14. Section 504 Information and Handbook
15. State Report Cards
16. Student Data Privacy Act

## Daily Schedules:

<b>K-5 Building Schedule:</b>	<b>Pre-K Daily Schedule:</b>
<p>8:15 am- Professional Work Day Begins 8:20 am- First bell Rings- students arrive 8:35 am- Start of day. Tardy Bell Rings for K-5 3:40 pm- Dismissal 4:00 pm- Professional Work Day ends</p>	<p>Pre-K classes are held Monday-Thursday 8:15-4:00 Professional work day</p> <p><b><u>Morning session: 8:40-11:25</u></b> 8:35-8:45 EC arrival in the back of the school. 11:25-11:35 EC pick-up in the front loop</p> <p><b><u>Afternoon session: 12:30-3:25</u></b> 12:30-12:40 Early childhood arrival in the front loop 3:20-3:30 Early childhood in the front loop</p>

## Arrival Procedures

- Students in grades K-5 should arrive at school after 8:20 a.m. Children arriving before this time are not under the supervision of a staff member. Students in Pre-K should arrive after 8:35 and will use the back loop to enter the school. After 8:35, Pre-K families will start arrival following pre-K guidelines.
- School begins for K-5 at 8:35 a.m. After this time, parents must come into the office and sign them in. After 8:35am students are considered tardy and must be given a pass to go to class. The school day ends at 3:40 p.m.
- Students must be with an adult at all times in the parking lot. This includes the parking lot that is adjacent to the SRE campus by the Library.
- Students cannot be dropped off in the SRE or Library parking lot.
- Students should remain in their seated and buckled up until the vehicle stops in the traffic loop.
- Cell phones should not be used while in the traffic circle.
- Vehicles in the traffic loop will have the right away and be given priority over families that are walking or going to the parking lot.

## Dismissal Procedures:

- The school day officially ends at 3:40pm.
- Dismissal begins at approximately 3:35pm.
- Students that walk home will exit the building through door #19 by the cafeteria if they are walking southeast of the building or door #13 in the foyer if they are walking northwest of the building.
- Students that walk home cannot stay on the SRE campus and play on the equipment.
- Students that are car-riders will come out to the front loop with a staff member. Students may not be on the front loop sidewalk during dismissal without an adult.
- Only students and staff should be on the front loop sidewalk. Adults are asked to stand on either side of the front loop sidewalk and wait for students to walk to them or ask a staff member to radio for them.

**Release of student during school hours:**

- In order to check your child out, we will need you to come into the office. Your child will be called out of class and you can check him or her out. Please do not call in advance and ask to have your child waiting for you. Our policy is that we call them from class once the parent arrives.
- If someone other than a parent/guardian is sent to pick up a child, we must have advance notice from the parent or we will not release the child, and may also ask for photo ID.
- Students who are ill may be picked up at the nurse's office after being signed out at the main office.
- Parents may not go directly to the classroom to pick up students as it interrupts instructional time for the entire class.

**Alternate plans for leaving school:**

- Please send a note to the classroom teacher or call the office with alternative after-school plans before 2:45 p.m. It is advised to not email this information to teachers as there is no guarantee they will receive the message.
- Please avoid calling for changes after 2:45 p.m. unless there is a valid emergency. Delivery of messages after 3:00 p.m. is not guaranteed.
- If your child will be riding or walking home with a friend, please send a note to your child's teacher indicating the friend's name and the plan for leaving school.
- Students will not be allowed to use office or classroom phones to make alternate plans.
- To ensure student safety, if we don't have written or verbal consent for alternative plans, your child will be required to go home the way stated on the form provided to the office 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. For a fee, services are available to students who live within 2.5 miles from their school. Contact Durham School Services at 913-681-1989 or 913-681-2697 for route availability and rates.

**Lunch Program:**

- Lunch periods last for 30 minutes.
- A menu and prices are available on the SRE website. You may also download Nutrislice to your phones for easier access to the lunch menu.
- Family members are welcome to eat lunch with their child starting after Labor Day. Please stop to sign in at the office before going to the cafeteria. Guests are asked to sit with their child at the guest table. Adults who come to eat lunch may only take their child to the guest table.
- Lunch records are kept by the Blue Valley Food and Nutrition staff as well as on your ParentVue account. Notices will be sent home via students (or 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 SRE Food Service Staff.

**Pictures and Yearbook:**

School pictures are taken of students each year in early fall and spring. Reminders are sent home with students in our *News from The Ridge* newsletter and email messages will also go out to parents. Information on ordering yearbooks will also be distributed through our registration packets and on ParentVue.

**Safety Expectations for Visitors:**

In an effort to observe safety and security practices in all buildings of the school district, the Blue Valley School District requires all employees to wear a badge when on duty in any building. Likewise, all visitors to Sunset Ridge Elementary will be expected to report to the building's main office, sign-in on a register and receive a visitor's sticker.

All exterior doors at SRE will be locked during the school day and all visitors, including families, will need to use the buzz-in entry system. Visitors will be asked to use the outside intercom and security camera to show their government-issued ID or Blue Valley Schools Photo Identification Badge and share the purpose of their visit before being "buzzed in." Once inside, visitors will continue to sign in at the office and wear a visitor badge while in the school. For all special events during the school day will either require an e-ticket provided by the school or will be asked to show ID. 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.

When bringing items to the school for delivery to students, office staff will deliver for you. We ask that parents refrain from making unannounced visits in their child's classroom as this can be disruptive to the learning environment. If you would like to volunteer in the classroom, please make arrangements with the teacher.

**Classroom Visits/Observations:**

Providing and ensuring quality, uninterrupted instructional time for students and staff is very important at Sunset Ridge Elementary. Classroom visits by parents/legal guardians are allowed under these circumstances:

- To attend an event such as a party or a play.
- To conference with the teacher in the classroom when other students are not present. Conferences during school hours must be prearranged.
- To be a classroom volunteer. The teacher must prearrange and approve the volunteer's tasks and schedule. Volunteers must follow all guidelines outlined by the principal.
- To make classroom observations during instructional time, requests and approvals must be processed through the principal in advance. The principal reserves the right to accompany the parent to the classroom and to limit the observation to no more than 30 minutes. Observations will not be scheduled during student assessments.

## **STUDENT ACADEMICS AND WELL- BEING**

### **Attendance:**

If your child is going to miss school, please call the Sunset Ridge attendance line at 239-7405 or logon to the school website to enter the absence before 9:00 am.

Please include your child's name, classroom teacher and reason for the absence. 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.

The link on the school's website allows entry of the same information and may be used to notify the office of an absence. Parents will be contacted regarding students who are absent from school and have not left a message relaying the reason for their absence. Please let the office know, even if you have notified the teacher of the absence. The first bell rings at 8:20 and that is when students will be allowed to enter the building. 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. Excessive tardiness will result in a scheduled parent conference with the principal. An intervention plan may be written to assist the family. Absences are coded excused after the school is notified by the parent and given a reason for the absence. Otherwise, the absence is coded as unexcused. Students are not permitted to call in their own absences.

**Excusable absences**- excusable reasons for absence from class include:

1. Student illness.
2. Serious illness or death of a family member.
3. Extreme emergencies requiring a student's service or presence at home.
4. Obligatory religious observance of the student's faith.
5. Participation in a school approved student activity.
6. Family vacations arranged in advance with the school administration. Families are urged to take vacations during times when school is not in session.
7. Necessary appointments that cannot be made outside of the school day.
8. Personal matters.
9. Upon prior written request by the student's parent, an absence may be considered excused upon approval of the school principal. The decision will be based upon consideration of the reason(s) for the absence and probable effect of the absence of success in school.

If it appears that absences are becoming excessive, the principal shall schedule a parent conference to determine the nature of the concern. A plan may be designed to help improve attendance.

\*\*\* The law in Kansas(K.S.A. 72-1113) states that students are truant when they have three (3) unexcused absences in a row, five (5) unexcused absences in a semester or seven (7) unexcused absences in a school year. If a child is absent, they may not participate in any school activities that day without administrator approval.

**Behavior:**

Sunset Ridge students are expected to be respectful learners and successful students who ensure the safety of themselves and others. We work with students to demonstrate the Blue Valley virtues and to be kind and compassionate toward others. There are, however, times when students make poor behavioral choices, or get involved in unfortunate situations. Our philosophy is to help students take responsibility for their actions, and to learn more effective strategies for the future.

The Board of Education of Unified School District No. 229 will, to the full extent of its legal power, insure that every student has an opportunity to attend school and receive an education without fear of harm or injury to person or property. The Board will not allow persons with disruptive intent to endanger the safety of students or school personnel, to damage property, to interfere with the educational process or attempt to close the schools. Acts of behavior which interfere with the maintenance of an effective learning environment or which are antagonistic to the welfare of other students will not be considered acceptable.

A student who commits any of the following acts may be subject to disciplinary action:

- Violation of school rules;
- Failure to comply with reasonable request(s), defiance and/or insubordination;
- Making threats, harassment, bullying, cyber-bullying, hazing, intimidation, extortion and/or bodily harm;
- Disrespect for others;
- Obscenity, profanity or indecency;
- Possession, transfer, consumption, sale or being under the influence of alcoholic beverages;
- Possession, transfer, use, consumption or sale of narcotics, drugs, paraphernalia, other restricted substances or being under the influence of same and/or use of inhalants
- Possession or use of a weapon;
- Smoking and/or possession of tobacco products;
- Theft;
- Violation of compulsory attendance law, excessive tardiness and/or absences;
- Unruly conduct;
- Possession of pepper spray or mace;
- Forgery
- Trespassing;
- Arson;
- Vandalism;
- Violation of Board Policy;

- Use of personal electronic devices that result in a substantive disruption to school; that causes personal harm or embarrassment; and/or that promote academic dishonesty;
- Other unacceptable behavior.

Corrective measures for unacceptable behavior shall be described to the students in advance. Those measures may include, but are not limited to: Counseling, conferencing, parental involvement, referral to specialists/agencies, detention periods, work sessions, exclusions from class, in-school and out of-school suspensions, Saturday school, and expulsion. B.O.E. Policy 3500; Amended 13 August 2012

**LEGAL REFERENCE: Other matters may be covered by additional state laws.**

**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, for example). The students will assume responsibility for any items brought to school, including lost or broken items. Roller blades, skateboards, weapons, or toy weapons are prohibited on school property by board policy and/or state law.

**Student Personal Electronics Policy:**

While families may wish students to have cell phones available before and after school, SRE policy asks students to leave cell phones and other electronic devices (**smart watches included**) 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 home, 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 phone, or other electronic device, while at school without permission, they will be asked to visit the principal and parents will be contacted.

**Health Screening:**

Vision Screenings are completed for K,1,2,4,5 grade students and/or Hearing screenings are completed for K,1,2,5 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.

**Medications and Health Concerns:**

- If your child requires medication at school, a doctor’s note is necessary for prescription medication and that medication must be sent in the prescription bottle. When you have the prescription filled just 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 a permission slip from the parent giving permission for this medication to be given at school. This medication must also be in the original container and will be given according to dosage on the label.
- Children must be fever free for 24 hours before returning to school.
- Please contact the school nurse if your child has an exceptional health problem on entrance to school or at any time during the school year.

**Homework:**

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. Vacations - we strongly encourage you to plan vacations so your 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.

**Student Personal Appearance:**

Personal appearance guidelines are difficult to interpret because clothing decisions may be a result of fashion trends, individual needs and tastes, and parental dictates. Community groups may vary from school to school in the way they view this issue. Some school communities might believe that students should wear uniforms so that current styles are not an issue in the building; others believe that student dress allows student expression and is a freedom students should have. Keeping this difference of opinion in mind, the Blue Valley administrators will ensure that students follow these guidelines when faced with issues about dress. Per B.O.E. Policy 3513 – Amended 10 July 2000

- 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; and extremely short shorts or short skirts or skirts with provocative slits.
- Parents will be encouraged to monitor student dress to support a learning environment.
- Apparel items posing a threat to the safety of school community members are not to be worn in schools (i.e. chains, studded accessories).
- T-shirts that advertise illegal activities or items students cannot legally buy will not be worn in school.
- Hats/caps will not be worn during the school day.
- Sponsors of extracurricular activities will also be expected to have students adhere to these guidelines as appropriate.

**FAMILY – COMMUNICATION AND CONTACT****School-Wide Communication:**

Our primary form of communication with our school community is via our school website [www.bluevalleyk12.org/sre](http://www.bluevalleyk12.org/sre) and email. Each week on Sunday afternoon an update will be sent through SMORE called *NEWS from The Ridge*. The *NEWS from The Ridge* includes notes from the school, communication from the principal, other school staff, the PTO and the BV School District. Documents are attached to the *NEWS* instead of sent home in backpacks and parents can choose the information they need to print.

**Communication with Teachers:**

The Sunset Ridge 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 Sunset Ridge. Email is our major and most frequently used communication. Newsletters, phone calls and progress reports are other means of communication.

- Parents are welcome to call the child's teacher anytime more information is needed. Unless it is an emergency, teachers are not called during class to take a phone call. You may leave a message with the school secretaries or in the teacher's voice mailbox or you may choose to email the teacher. The teacher or staff member will return your call at the earliest possible time. Teachers are expected to return messages within 48 hours if possible.
- Please do not leave dismissal changes on the school voice mail system or in an email. It is very possible those messages may not be picked up in time for dismissal. Please keep in mind that teachers only have specific times during the day when they are available to answer emails and voicemails (plan time or recess)

#### **Parent / Family Volunteers:**

Sunset Ridge 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. Again, please sign in at the office before proceeding to your child's classroom.

#### **Counselor Referral Program:**

As part of the General Education Problem Solving Process we can develop interventions that will help your student become more successful. Student's problems are never too small or too complicated to be referred to the counselor. Once a student has been referred to the program, our counselor will meet with the teacher to discuss concerns. Parents will be contacted at this time by the counselor. The student is then observed in different settings. After having one or more interviews with the student, the counselor and the teacher meet again to brainstorm ways in which the student can be helped.

#### **Delivery of Items to Students:**

It is natural that students may occasionally forget items which they need at school such as lunches, 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.

#### **Lost and Found:**

Lost and Found is located outside the gym near the cafeteria. 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 the best way to help us locate your child's belongings. Unclaimed items are donated to charity organizations at the end of each semester.

## **SCHOOL SAFETY**

### **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](http://www.bluevalleyk12.org) to sign up for BV Alerts and more information.

### **Building Safety Protocols:**

Sunset Ridge 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 children in the event of a crisis. The following emergency plans are in place at Sunset Ridge:

- Fire and Tornado Drills
- Intrusion Plans/Lockdown
- Inclement Weather
- Medical Emergencies
- 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.

In most emergencies your children will remain and be cared for at our school site. In the rare event of an emergency affecting SRE that prohibits reentry to the building, it is most likely our students would be relocated the Johnson County Library just southeast of our campus.

### **Procedures to follow in case of emergency:**

- Turn on your radio or television. We will keep the media informed of any emergency.
- Monitor your email.
- Monitor the form of information you chose for “Blue Valley Alerts!”
- Please DO NOT call the school, we have limited phone lines that will need to be used to respond to the emergency.
- Please DO NOT come to school unless requested to pick up your child at school. An emergency might require emergency vehicles and workers to be able to get into the building. We will notify the media of any relocation of staff and students.

### **Outdoor Activity Guidelines:**

Due to the extreme variability in our local weather, the following guidelines will be utilized in determining outdoor activities (including recess and Fifth Grade Leaders) at Sunset Ridge Elementary.

- Outside activities may be allowed unless the temperature is mid 20’s or a wind chill of mid 20’s or below at the time of the activity. However, additional environmental variables including precipitation, playground conditions and fog or smoke may limit outdoor activities.

- Please have your child wear appropriate clothing including coat, hat and gloves to protect them on cooler days where outdoor activities are allowed. If your student does not have a coat and the teacher feels it is too cold to go out without one, your student will be sent to the office to call home. Parents can either bring up a coat or give us permission to let the child go outside without one.
- Please advise your student's teacher or school nurse if your child needs to remain indoors for medical reasons.

*CAUTION IS ADVISED* in having students walk to school during extreme temperatures and weather conditions. In extreme conditions, staff crosswalk assignments will be limited to back entrance crosswalk with rotating duties for staff. Consideration for increased traffic will be observed by SRE.

**Playground Rules:**

Playground rules and safety guidelines are determined by the principal, school nurse and teachers based on injuries and the ability to supervise age groups appropriately.

- **Swings:**
  - Swing forward and backward ONLY
  - One person on the swing at a time
  - No jumping from the swings
  - No running underneath the swings
  - Do not lie or sit in front of the swings
- **Balls:**
  - Balls may be used ONLY on the blacktop or field
  - Ask an adult for permission to get balls outside the boundaries of the playground
  - Organized ball sports, with the exception of basketball, (soccer, softball, football, kickball) must be played on the grass field only
  - A staff member must be present on the grass sports field when any students are playing there
- **Play Structure:**
  - Do not sit or lie at the bottom of the slide
  - No tag games on the equipment
  - Go down the slide one at a time, feet first, and bottom down
  - No standing or swinging from bars
- **Playground Area:**
  - Students should proceed in one direction on net wall (up one side and down the other side)
  - Do not lie down or dog pile on the playground
  - Kindergarten through second grade may not go on the monkey bars
  - Kindergarten through second grade may not use the twirling bar playground equipment, however they may use the orbiter

- We discourage students from using the orbiter directly following lunch

### **Bike Safety Rules:**

- Ride on the RIGHT side of the streets and paths following traffic.
- Ride slowly when nearing intersections and driveways.
- LOOK BOTH WAYS before crossing a street or intersection, making eye contact with drivers.
- WALK YOUR BIKE across busy streets, intersections and on school property.
- Obey all traffic signs, signals and laws.
- ALWAYS wear your bike helmet. Make sure your helmet fits properly and wear it properly.
- Ride single file and in a straight line.
- Do not carry passengers or large packages.
- Use proper directional hand signals for turning and stopping.
- Park your bike in the bike rack (locks on bikes encouraged).
- Ride SLOWLY and CAREFULLY on bike paths and near pedestrians.
- NO stunt riding.
- Make sure the bike is in good working order.

### **Animal Policy:**

In the interest of providing the safest possible environment for our students at Sunset Ridge Elementary, we ask that all family pets be excluded from the school property during school hours. Children may run toward or away from pets, placing them at risk for an unsafe situation. This is particularly important during arrival and dismissal times when a large number of students are going to and from school. Thank you for helping to keep our children safe.

### **Other Safety Considerations:**

- **Roller blades, Scooters and Skateboards:**
  - The Blue Valley district policy does not allow roller blades or skateboards on school grounds at any time. Scooters and bikes cannot be ridden on the school grounds during school hours. Scooters must be locked at bike racks at a designated area.
- **Shoes:**
  - Shoes other than tennis shoes are dangerous for play and P.E. at school – even platform tennis shoes are dangerous for active play. Students should wear or bring safe play shoes for recess activities and P.E. We encourage your child to avoid flip-flops due to safety and breakage. Shoes that have wheels in the sole of the shoe are not appropriate for the school setting.

## **EVENTS**

### **Birthdays**

- *Birthday treats must be on the district nut safer list.* The Blue Valley School District provides a list for possible safe options that is posted on our website as a resource, however please check the label on items as well.
- Birthday party invitations may not be distributed at school in order to avoid hurt feelings.
- Delivery of flowers and balloons are not appropriate in the school setting.
- We ask that any observance that would exclude students or compromise the safe operations of school or traffic not take place on campus – limousine pickup, posting signs, costumed characters, etc.

### **Halloween Parties**

All students look forward to Halloween Parties and we have **specific guidelines** for these parties.

- At classroom parties where costumes may be worn, violent or graphic costumes are to be avoided.
- *NO costume “weapons” may be brought to school, i.e., light sabers, swords, toy guns.*
- Please be aware that kindergarten and first graders may be frightened by masks and make-up depicting violence and gore.
- All students may wear their costumes to school.
- Costumes need to be respectful of the Blue Valley dress code policy – BOE policy 3513

### **Religion and Prayer Guidelines:**

Sunset Ridge 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, acknowledgement, sensitivity and respect for diversity of all cultures through the study of different countries. The ways in which holidays are recognized and studied at Sunset Ridge are through the curriculum as it presents holidays within the study of social studies and through spontaneous student-initiated discussions. Party treats and refreshments should be sensitive to these guidelines. These guidelines adhere to the Blue Valley School District BOE policy 2450.

### **Field Trips:**

Each year all grade levels take field trips. The number of field trips will vary per grade level. A signed permission slip from home is always required for your student to participate in a field trip. No student will be allowed to go without written permission. Some field trips may also require disposable lunches/drinks.

## **EMERGENCY SAFETY INTERVENTIONS- Board Policy 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:**

Use of ESI for purposes of discipline, punishment or for the convenience of a school employee, is prohibited. 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:
  - During seclusion, a school employee shall be able to see and hear the student at all times.
  - All seclusion rooms equipped with a locking door shall be designed to automatically disengage when the school employee moves away from the seclusion room.

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:
  - 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.

- 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.
- 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, in the District's Parent District Handbook, 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. in each school's student/parent handbook. 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 10 Aug 2015

B.O.E. Amended 08 Sep 2014  
B.O.E. Amended 08 Aug 2016

BLUE VALLEY U.S.D. #229 BOARD POLICY  
LEGAL REFERENCE: K.A.R.91-42-1 through 91-42-7.