

Timber Creek Elementary
School
Parent/Student Handbook
2019 – 2020



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16451 Flint
Overland Park, KS 66062
www.bluevalleyk12.org/tce

Dear Parents and Students,

Welcome to Timber Creek Elementary- a great place to learn. You will find that TCE offers a unique educational experience. Educators, parents and students as partners create a dynamic environment where children can excel. Our teachers are innovative, fostering a love of learning through varied programs and approaches. Our parents are committed to the importance of education and model this through direct involvement with the school. The students are motivated and excited about taking an active role in their learning.

We are proud to be part of this community and pledge to advance high standards of excellence at Timber Creek Elementary, challenging each student to be the best he or she can be.

Dr. Pamela Bakke

We at Timber Creek Elementary believe children learn best in a safe and orderly environment. We will be working with your children on making responsible choices for behavior. We can succeed in making our school safe and enjoyable with your help. Children will be treated as individuals, and, as such, a variety of interventions may be used to address situations throughout the school year. Our goal is to keep parents informed and involved in their child's social and emotional development. We can only be successful with your involvement and support in all disciplinary matters with your child. Students at Timber Creek are expected to put forth their best effort and be responsible for their behavior and learning. We have developed a school-wide program with the following expectations.

- 1. Listen attentively**
- 2. Work well in groups**
- 3. Show consideration for others**
- 4. Respect the school's and each other's property**
- 5. Work to find the best solutions to problems**
- 6. Complete assignments on time**
- 7. Give your best effort**

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General Information

Building Security

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

Main entrance doors will be unlocked for a short period of time during arrival and dismissal. All doors to the outside stay closed and locked throughout the day.

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

Birthdays

We do not allow treats for birthdays, edible or non-edible. This change is due to several factors including health, safety, and to preserve instructional time. Birthdays are a special time for each child and as such, the school will provide recognition through Colt Channel broadcast announcements, classroom celebration routines, and more. If birthday treats are sent to school, they will not be distributed and will be returned home. If you send balloons or flowers to the school for your child, we regret that they will not be delivered until the end of the school day. Party invitations for individual students (i.e. birthdays, etc.) may not be distributed at school unless issued to the entire class.

Classroom Visits

Parents and interested persons are encouraged to visit our school and are always welcome. We ask that you follow a few general guidelines to avoid disrupting valuable instructional time. All visitors must have a pre-arranged volunteer time with a teacher or the office. Check in with the office first to obtain a Visitor’s Badge. An adult must accompany any children visitors who are not enrolled in our school.

School Dress and Grooming

Students are expected to dress neatly and appropriately in a manner that contributes to a positive, healthy environment. In instances where attire may be disruptive or distract from the goal of education, the principal may recommend modifications. Parents will be contacted in these instances. Specifically, we discourage students from wearing midriff tops, very short shorts or t-shirts with unacceptable logos or slogans. Generally, hats are for outdoor wear only. Tennis shoes are required for all students participating in physical education classes.

School Parties

Room parties for grades K-5 are scheduled on October 31, (Halloween Party), December 20, (Winter Party), and February 12, (Valentine’s Party), and are planned by the PTA Room Parents in conjunction with the classroom teachers.

Heat/Cold Guidelines

We consider it important for children to have an opportunity to play outdoors during the day. If a child is to remain inside for health reasons, we must have a note. Because of the role humidity and wind plays in this area, it is difficult to give an exact degree setting at which we keep students in the building rather than outside for recess or Physical Education. The following guidelines help us monitor student participation in outdoor activities:

If the temperature/heat index reaches 100 degrees, recess and P.E. will be held inside. Temperatures upwards of 95 will be monitored i.e. recess may be shortened.

If the temperature/wind chill is below 10 degrees, students will be kept inside. If the temperature/wind chill is in the teens, recess will be shortened; students will not be allowed outside without warm clothing/coats.

Cafeteria Information

Timber Creek Elementary participates in the National School Lunch and Breakfast Programs. The District's goal is to serve nutritionally adequate and moderately priced meals. Opening a Food Services account is strongly encouraged to enable your child to cover meal costs each day. All lunch purchases and records are handled by our Food Service bookkeeper on duty from 10:00 a.m. – 2:00 p.m. Parents may also add money to student lunch accounts at www.bluevalleyk12.org at the BV Parents On-Line site. A student account allows students to purchase meals or drinks. Parents are notified via an account slip that will come home with the student when the account is depleted to \$4.00. Please be sure provisions are made for students to pay for lunches as we are not authorized to charge lunches. Parents are invited to lunch at any time. A menu is available on our website listing the two hot entrees for the day. Additionally, yoghurt or peanut butter and jelly sandwiches are available daily.

Arrival/Dismissal

Students should not arrive earlier than 8:15 in the morning unless they are participating in a teacher-sponsored activity. YMCA provides before- and after-school care for parents needing extended day care.

Car Riders

Arrival:

- Morning drop-off is on the **North and South drive** (front and back sides) of the school. North side also has bus drop off.
- Enter North side using the eastern-most entrance, circle through the back of the parking lot and pull up to the curb to drop off. If you need to assist your child in exiting the vehicle, you will need to use the South Drive. No door openings are allowed on the Driver's side of the car secondary to bus traffic.
- Enter the South drive using the second (southern-most) entrance and pull as far forward as possible; do not leave gaps between cars.
- During **drop-off**, we will unload approximately 15 cars at a time – please watch for directions from the staff on duty. Please do not get out of your car. *All students must exit on the curb side.* If you have a unique unloading situation, please pull to first spot in the unloading zone.

Dismissal:

- **Both North and South Drives will be used for dismissal.** Parents of car riders must indicate which side they are choosing on the TCE Student Transportation form. *Students will always be dismissed according to this choice* unless a permanent change is made through the office.
- Students will wait in the gym (for the south drive) and the music room (for the north drive) to be dismissed for pick-up at the end of the day. Students will be called to the loading area via hand-held radios by a staff member on duty.
- **It is mandatory that all drivers place a sign in the window with the last names of all students in the carpool** to expedite the dismissal process.
- All drivers must remain in their cars during pick-up. Do not attempt to park in the parking lot and cross the car lane on foot to pick up your child.
- Always use seat belts. The Overland Park Police Department will be conducting random checks during arrival and dismissal at all schools and will issue tickets if children are not properly restrained.
- Golf carts are not allowed on campus for student pick-up.

Walkers

We ask parents to require your child to have at least one walking buddy. If younger students miss their walking buddies at the end of the day, we do not allow them to walk alone. We will call home or your emergency contact to assist.

“South Walker”

- Students will use the crosswalk at 165th and Flint and will enter *and* exit the building via the **South** sidewalk leading to Flint Street.
- In the afternoon, the students cross as a group immediately after dismissal under the supervision of staff members and the city crossing guard. Parents meeting their children need to wait on the sidewalk on the **West** side of the street.

“North Walker”

- Students will use the crosswalk at Flint and Bond if they need to cross to the west side of Flint.
- Students living in the neighborhood immediately south of our soccer field should cross the playground and enter as a north walker.
- Students will enter the building via the north entrance into the main hallway. They will exit the building from the main North exit and from the D and C Pod doors leading to the playground. After exiting, all North Walkers will proceed to the sidewalk next to the North driveway. If you walk to meet your child after school, please wait on the sidewalk *beyond the fire hydrant*. Dogs are not allowed on the grounds during dismissal. Please do not wait by the exit doors as this area will be used to load buses.

Bicycle Riders

- All bike riders must wear helmets.
- Bike riders in kindergarten and 1st grade must have a parent accompany them; riders in 2nd through 5th grade may ride alone.
- Bike racks are located immediately outside the main **North** door and on the **South** Side near the cafeteria door. Bike riders must **stop** riding when they reach school property and walk their bikes to the bike racks.
- Please remind your children to yield to pedestrians. It is recommended that parents accompany students of all ages on a “practice ride” to and from school to make sure they understand the rules.

Bus Riders

- Bus riders will gather in the main hallway after school to be dismissed to the buses (which load on the **North** side).
- Students may have a friend ride home with them on an occasional basis. **Both students must bring two notes in this case** – one for their teacher and one for the bus driver – indicating the parents’ consent. Teachers (or substitutes) will initial the notes for the bus driver, indicating that they have seen the note. In addition to the two paper notes, please send an e-mail to the school secretary (lmfrye@bluevalleyk12.org) detailing the dismissal change.

Any change in dismissal plans must be communicated in writing (e-mail works well) to both the teacher and the school secretary (lmfrye@bluevalleyk12.org). We are unable to accept dismissal changes over the phone. If we do not have a note or e-mail, students will be dismissed according to their regular dismissal routine as indicated on the TCE Student Transportation Form. Please do not

call the office to request changes as this may result in miscommunication and confusion for the student at the end of the day.

Dismissal Procedures – Severe Weather

- **Check the weather in the morning.** If rain is predicted and you do not want your child to walk home, make your decision in the morning and send a note/e-mail to the teacher *and* the school secretary (lmfrye@bluevalleyk12.org) notifying them of a change in dismissal. (Calling the office late in the day is *not* a good option and may result in confusion for your child.) If we do not receive a note/e-mail, we will dismiss your child via their regular plan. If your child is a car rider, please send appropriate rain gear (jacket with hood or raincoat); we will dismiss as usual unless the rain/storm is prohibitive.
- In case of lightning in the area (within a 15-mile radius as noted on our lightning detector system), students will be held in the building until an all-clear is issued.
- If there is a severe storm (or tornado) **warning**, all students will be held in the storm shelters (interior hallways) until the warning has been lifted. Parents who come to pick up students during a **warning** will be asked to wait with us.

Bus Information

Bus services are available at no charge to students living outside a 2.5 mile radius from the school. Students living within the 2.5 mile radius may obtain services for a fee. Forms are available through the school office; however, arrangements for busing must be made through Durham Bus Company @ 913-681-2492.

Before/After School Care

We are pleased to be able to offer a quality program in cooperation with the YMCA. If you find you consistently have your child at school before 8:25 a.m. or after 3:45 p.m. you may want to consider enrolling him or her in our Before/After School Program. Teachers are not able to supervise students arriving early or remaining late, and it is unsafe for children to be on campus unsupervised; not only are accidents a concern, but there is no readily available help should a child be approached by a stranger. Forms for enrollment in the YMCA Before/After School program are available through the program supervisors, or you may call the YMCA at 345-9622.

Cancellation of School

Should school need to be canceled due to inclement weather or an emergency, announcements will be made on all major television and radio stations. School closing announcements are usually made before 6:30 a.m. In the rare case of severe weather or an emergency situation necessitating a school closure midday, we will hold students for parent pick-up. You or the person you indicated as an alternate contact will be contacted at the number you provide. Please be sure to keep all numbers updated with the office and your child's teacher. Days canceled due to weather will be made up at the end of the school year (see District calendar). In case of any situation requiring evacuation of the building, we will move the students to Cedar Hills Elementary School for pick-up.

Late arrival option - school will open 2 hours later than our normal schedule. All buses will run on a two-hour delayed schedule.

Schedules

Daily School Schedule

| | |
|-------------|----------------------------------|
| 8:00 A.M. | School Office Opens |
| 8:15 | Appropriate Student Arrival Time |
| 8:25 | Students Go to Classrooms |
| 8:35 | Classes Start |
| 10:45-11:15 | Fifth Grade Lunch |
| 11:15-11:45 | Fourth Grade Lunch |
| 11:45-12:15 | Kindergarten Lunch |
| 12:15-12:45 | First Grade Lunch |
| 12:45-1:15 | Third Grade Lunch |
| 1:15-1:45 | Second Grade Lunch |
| 3:35 | Students Line Up for Dismissal |
| 3:40 | Dismissal |

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

Weekly Classroom Specials Schedule

(Your classroom teacher will provide days and times)

| | |
|---------------------------|--|
| Physical Ed/Music/Spanish | (1) 30 min. classes Grades K-5 |
| Computer | (1) 30 min. class Grades K-2 (1) 60 min. class Grades 3-5 |
| REAL | (1) 30 min. class Grades K-2 |
| Art | (1) 55 min. class Grades K-5 |
| Band | (2) 30 min. classes (Gr. 5 sign-up basis) |
| Strings | (2) 30 min. classes (Gr. 4 & 5 sign-up basis) |

Communication

Webpage

Our school web page is an excellent source of information about our school and upcoming events. You can access our web page at www.bluevalleyk12.org/tce.

School Email

Our school newsletter, the Colt Connection, is sent weekly to all mailboxes on file in our system. It contains important information you'll not want to miss and is an excellent source of information about what's going on at your school. Community information bulletins offering a wealth of activities and recreation for students are available on the District's "Peach Tree" website. You will receive emails notifying you when new flyers have been posted for Timber Creek.

Telephone

Students are not allowed to use the telephone without permission from the teacher. The teacher will approve the use of the telephone only in cases of emergency. Before coming to school, students should get permission from their parents for any after school activities. ***Last minute changes in after-school plans may result in miscommunication and "lost" children.*** Please make arrangements in advance for transportation to special functions. Students who bring cellphones to school will be required to keep them in their backpacks. They may not be used during school hours.

Performance Reporting

Our school year is divided into four quarterly reporting periods. Parents have access to online grade reports at all grades. Please check your Timber Creek calendar for exact dates for when grades are available. Fall and Spring conferences are scheduled for parents and teachers to jointly share and discuss student progress.

Student Health

Accidents/Illness/Medications

If your child is injured or becomes ill at school, you will be contacted to pick him/her up at our nursing station. Our nursing station phone number is 239-7813. It is imperative that you keep all work, home and emergency phone numbers current at the school. Please call the office (239-7800) with any changes or updates. All medication to be taken at school must be left in the nurse's office and must be in the original prescription container. "Over the counter" medications such as cough drops, throat spray, acetaminophen, cough syrups and topical ointments may be administered with a signed permission form from the parents.

Attendance

School attendance is essential to good classroom performance. However, for the welfare of your child and others, please keep your child at home if signs of illness are evident. Please call the school if your child will be absent or arriving late. Absences are coded "excused" after the school has been notified. We will contact parents of unreported absences within the limitations of phone service.

In case of absences of 2 days or more, you may request your child's homework. Please be aware, many classroom experiences cannot be made up through homework.

District Policy regarding specific conditions/illnesses:

- **Rashes:** Rashes of unknown cause should be seen by a physician to determine the diagnosis. A rash could be as simple as an allergic reaction or an indication of a more serious illness. Students should remain home until cause is determined. If the rash is due to chicken pox, the student should remain home according to state law for 7 days after appearance of rash.
- **Sore Throat:** Child should stay home until fever is gone and symptoms are only mild. The appearance of the child should also be taken into consideration. If the child is ill, lethargic, etc., he/she cannot learn. If the child is coughing, this can also disturb and spread illness to other students.
- **Fever:** If any child has a fever of 100 degrees by mouth, the child should stay home and should remain fever free for 24 hours before coming back to school.
- **Pink Eye:** Infection of the conjunctiva or 'white" part of the eye - students should remain home for 24 hours after treatment by physician.
- **Diarrhea:** With very loose or frequent stools, children should remain home until free of diarrhea for at least 24 hours.

- **Vomiting:** Children should stay home for 24 hours after last vomiting occurs. If a child vomits at school, a parent will be called to pick up student.
- **Impetigo:** The student must receive medical treatment and open wounds should be covered.
- **Lice:** The student must be lice and nit free prior to re-entry to school.
- **Chicken Pox:** Must be completely scabbed over, and checked by the nurse.

Timber Creek is a “Nut Safer” school.

This means that all treats brought to the classroom for snacks and parties must be from the district approved snack list. You can refer to this list on our TCE homepage at any time. You'll find it contains a wide variety of choices. Your child can still bring whatever they would like in their sack lunch; but anything they are sharing with others must be from the list. Non-approved items will not be served. We will also continue to provide nut-safer seating in the cafeteria for students with severe allergies. Using this list will help us ensure the safety and well-being of all our students, not just those with nut allergies. If your child has any sort of food allergy, please notify us. If you have any questions, please contact our school nurse, Mrs. Ludwig, at 913-239-7813.

Safety

We will continuously strive to keep our school safe for each child. You can help! Throughout the school year, please emphasize the following to your children:

- Do not bring dangerous objects to school.
- Do not approach strangers or any vehicles; report suspicious incidents to the office.
- Cross streets at corners or crosswalks only.
- Go directly home after school dismisses.
- A note is required if the student is going home via different transportation means, (i.e. the bus, student is walking home with a friend).

Bullying Policy

In accordance with Kansas law, bullying is defined as any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of: 1) harming a student or staff member, whether physically or mentally; 2) damaging a student's or staff member's property; 3) placing a student or staff member in reasonable fear of harm to the student or staff member; 4) placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or 5) any other form of intimidation or harassment prohibited by the Board of Education of the school district.

Likewise, Kansas law defines cyberbullying as bullying by the use of any electronic communication device or means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Here at Timber Creek, we have extensive instruction around the effects of bullying and how students can help by being reporters. We need to know about issues in order to address them in a proactive manner. Likewise, we encourage parents to contact the teacher, counselor or principal with any concerns of which they are aware. All reports are taken seriously and will be investigated promptly. Repeated acts of bullying will result in disciplinary measures.

Weapons/ Weapon-Like Devices

Possession on School Property:

Board Policy 35-16 addresses the possession of a “weapon” or a “weapon-like device” on school district policy. It is essential that both parents and student realize that this policy applies 24 hours a day, 7 days a week, 365 days per year, (even during the summer of other vacation times). Students who possess such items on district property at any time can suffer district expulsion or other appropriate school consequences. Depending on the issue the law may also be involved. The lesson here is to never bring a weapon or weapon-like device on to school property. Per Board Policy 35-16, “weapon-like devices” include, but are not limited to: any facsimile weapon, pocket knife, box cutter, antique firearm, Class C common fireworks, etc. This does include pellet guns, b-b guns and paint guns.

Sexual Harassment

The Board of Education believes that all students and employees are entitled to work and study in school-related environments that are free of sexual harassment. Therefore, sexual harassment by any officer, employee, student or other person having business with the District is prohibited. Sexual harassment is defined as sexual advance, request for sexual favor, or sex-based behavior that is not welcomed and not requested.

Examples of sexual harassment include, but are not limited to, unwanted attention of a sexual nature; continued or repeated unwanted sexual flirtations; advances or propositions; continued or repeated unwanted attention of a sexual nature; continued or repeated unwanted remarks about an individual’s body; sexually degrading words used toward an individual or to describe an individual; the display in the school or work place of sexually suggestive actions, gestures, objects, graffiti or pictures.

1. A student who believes that he or she has suffered sexual harassment, or his or her parent or guardian, may report such matter to a building administrator, nurse, counselor, or teacher. If a nurse, counselor or teacher receives a complaint from a student or parent, he or she will notify a building administrator as soon as possible. Students or their parents may also notify a district level administrator in Educational Services.
2. Reports of sexual harassment received from other sources will also be investigated.
3. After completion of an investigation, if the investigator determines the claim of sexual harassment was made maliciously, disciplinary action will be taken.
4. Retaliation against a person who reports or testifies to a claim of sexual harassment shall be prohibited. Any retaliation shall itself be viewed as an instance of sexual harassment, subject to the provisions of this policy.

Safe Schools Reporting

Safe Schools Hotline - (913) 239-HELP

Callers may report suspicious, threatening or dangerous activity using the safe schools hotline. Callers leave voice messages and remain anonymous.

P3 Tips Mobile App

See or hear something concerning? Report it anonymously with the [P3 Tips mobile app](#). Live screeners are available 24/7. The P3 Tips mobile app is available for free download for iPhone and Android devices through the [iTunes App Store](#) and [Google Play](#).

Special Programs

Band and Strings

Instruction available to fourth (Strings only) and fifth grade students on a sign-up basis.

Computer Lab

Keyboarding, composition, editing skills and instruction in basic academic areas.

Gifted Education: Exceptional Growth for Exceptional Learners

Gifted Education Programming Services is a program which meets the needs of identified gifted students based upon an Individualized Educational Program. The mission for services for gifted students is to provide personalized learning experiences that facilitate their intellectual and affective growth. On-going service through the gifted program requires an Individualized Education program and a group curriculum which focuses on process skills, affective skills and exploration and extension of content. The goal of the gifted program is to provide each student with appropriate challenging learning activities, validation and understanding of self as a gifted person and to provide other extension activities that cannot be provided within the general education classroom setting.

Library

An integral part of our overall school curriculum coordinated by a certified librarian and library aide in conjunction with classroom teachers.

Music

Vocal and small instrument instruction and performances. Choir is open to 5th grade students and meets on a before-school basis.

Nurse

Provides treatment of minor injuries and coordinates health programs in cooperation with the teaching staff.

REAL

Reading Enjoyment and Appreciation of Literature. Students in K-2 grade participate in this as part of their specials schedule.

Resource Room

A supportive education program designed to meet the learning needs of qualified students.

World Language Program

Spanish instruction is provided with an emphasis on conversation skills and cultural awareness through curriculum integration.

Speech and Language Therapy

A certified speech and language pathologist will evaluate and provide intervention to students with identified communication needs.

Technology Policy

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

- Students will use only approved search engines or sites bookmarked by a teacher.
- Cell phones may not be used before school while waiting to enter the building or during the school day. If a student needs to contact a parent during these times, the school phones may be used. Cell phones will be kept turned off and in backpacks throughout the day and may be used after school dismisses.
- No texting or taking of photos on cell phones is allowed at school.
- Personal electronic reading devices may be brought to school by 3rd-5th grade students to be used for reading text only. No internet access on these devices is allowed.
- “Smart Watches” may not be used to access the internet. If this is a consistent problem, we will contact parents and request that the device not be sent to school.
- It is assumed that any books uploaded to a personal reading device have already been previewed and approved by the student’s parent.
- The school is not responsible for damage or loss to any personal electronic devices. Please make sure all devices are clearly labeled with the student’s name.

The smooth operation of the network relies upon proper conduct of the user who must adhere to the strict guidelines outlined below regarding unacceptable and inappropriate use. It is unacceptable and inappropriate for students to:

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

Consequences of Unacceptable Use

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

Release of Information

Directory/Military

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.* If you do not want the Blue Valley School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 10. The Blue Valley School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Major field of study
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- Most recent educational agency or institution attended
- Date and place of birth
- Dates of attendance

* These laws are: Section 9528 of the ESEA (20 U.S.C. 7908) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the nation's armed forces.

News Media

For example:

- **Interviews and photos for local TV and newspaper coverage**
- **Photos to be used in district publications**
- **Photos to be used on school and/or district Web sites**

Release of information for media is consent to your child being interviewed, photographed and or videotaped by the new media or representatives of the Blue Valley Unified School District #229, its agents and independent contractors. Any information or images obtained from those activities may be reproduced by the school district and/or the public media for use in advertising, publicity or educational activities, including, but not limited to, district and school publications and/or videos, print and television news and district and/or school Web sites. You also waive any claims you may have and release the school district and its employees from any liability or claims arising out of such activities. Media Permission remains in effect until such time it is revoked by the student's parent or guardian.

Administrative Guidelines/MEDIA PERMISSION—POLICY 2110
Privacy Guidelines for Elementary School Students

ALLOWED WITHOUT PARENTAL CONSENT:

Photos/Video: Group photo (8 or more in picture)

Audio: Group extracurricular performances

ALLOWED WITH SIGNED PARENTAL CONSENT FORM:

Identifying text: Full name (or any combination of initials and names)

School name

Grade level

Class/Teacher's name

Photos/Video: Individual portraits

Group photos of less than 8 people

Audio: Interviews

Discussion of items listed above that require written parental consent

Individual extracurricular performances

Original Work: All original student work posted to the Web site

Any denial of permissions by the student's parent or guardian must be renewed each year by contacting the schools. Otherwise, the district will release that information for the year.

EMERGENCY SAFETY INTERVENTIONS

3522

Emergency Safety Interventions (ESI)

Emergency Safety Interventions (ESI) refers to the use of seclusion or physical restraint. District personnel may use seclusion and/or physical restraint only when less restrictive alternatives were determined by a school employee to be inappropriate or ineffective, and when a student's behavior presents an immediate danger to self or others. Violent actions that are destructive of property may necessitate the use of ESI. The use of ESI shall stop as soon as the immediate danger of physical harm ceases to exist.

ESI Restrictions

1. Use of ESI for purposes of discipline, punishment or for the convenience of a school employee, is prohibited.
2. A student shall not be subjected to an ESI if the school has received appropriate documentation from the student's licensed health care provider, stating the student has a medical condition that could put him/her in mental or physical danger because of an ESI. The written statement shall include the student's specific medical diagnosis, a list of reasons why ESI would be dangerous based on the diagnosis, and any suggested alternatives to ESI. A student may still be subject to an ESI if not using the ESI would result in significant physical harm to the student or others.

Campus Police Officers and School Resource Officers shall be exempt from the requirements of ESI when engaged in an activity with a legitimate law enforcement purpose. School security officers are not exempt from ESI requirements.

Seclusion

"Seclusion" occurs when a student is (1) placed in an enclosed area by school personnel; (2) purposefully isolated from adults and peers; and (3) prevented from leaving, or reasonably believes he or she will be prevented from exiting. All three conditions must be present for seclusion to occur. Use of "Time Out" where a student is temporarily removed from a learning activity without being secluded when used as part of a behavioral intervention is not considered an ESI.

Seclusion Restrictions

1. During seclusion, a school employee shall be able to see and hear the student at all times.
2. All seclusion rooms equipped with a locking door shall be designed to automatically disengage when the school employee moves away from the seclusion room.
3. A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent, including well-ventilated and sufficiently lighted.

Restraint

"Physical restraint" occurs when bodily force is used to substantially limit a student's movement, except that consensual, solicited or unintentional contact to provide comfort, assistance or instruction shall not be deemed physical restraint. The use of "Physical Escort" or temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location is not considered an ESI.

Restraints Restrictions

1. The use of prone physical restraint, supine physical restraint, physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student's primary mode of communication is prohibited.
2. The use of chemical restraint, except as prescribed treatments for the student's medical or psychiatric condition by a person appropriately licensed to issue such treatments, is prohibited.

3. The use of mechanical restraint, except those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a certified law enforcement officer in carrying out law enforcement duties, and seat belts or other safety equipment when used to secure students during transportation, is prohibited.

School Documentation of Incidence

1. Each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following: a) date and time of ESI; b) type of ESI, c) length of time the ESI was used; d) school personnel who participated in or supervised the ESI; and e) whether the student had an IEP, 504 plan, or behavior intervention plan at the time of the incident.
2. All documentation shall be provided to the building principal, or principal's designee who will maintain the documentation and review the data at least quarterly.
3. The principal or designee will submit the documentation on the final day of the fall and spring semester of each school year to the Superintendent or his/her designee.
4. The District designee will report incidents of using ESI to the Kansas State Department of Education ("KSDE") as required.

Parent Notification and Documentation

1. The principal or designee shall notify the parent the same day as the incident. The same-day notification requirement is satisfied if the school attempts at least two methods of contacting the parents (i.e. phone and text, or phone and email).
2. A parent may designate a preferred method of contact to receive notification.
3. A parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.
4. Documentation of ESI shall be completed and provided to the parent within one (1) school day of the incident. The documentation will include: a) events leading up to the incident; b) student behaviors that necessitated the ESI; c) steps taken to transition the student back to the educational setting; d) the date and time of the incident, type of ESI used, duration of the ESI, and the school personnel who used or supervised the ESI; e) space or an additional form for parents to provide feedback or comments to the school regarding the incident; f) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and g) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items if the triggering issue necessitating the ESI's is the same
5. Upon the first ESI each year, parents will be provided a printed copy, or upon written request, an email copy of: a) the ESI policy which indicates when ESI can be used; b) flyer of parent rights; c) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy), d) the complaint process of the state board of education; and e) information that will assist the parent in navigating the complaint process including contact information for Families Together and the Disability Rights Center of Kansas. Upon the second or subsequent incident, the parent shall be provided with a full and direct website address containing all such information.
6. If the school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint or mechanical restraint, including handcuffs, on a student, the school shall notify the parent the same day using the parents preferred method of contact. The school is not required to provide written documentation to the parent, nor document this law enforcement action as an ESI.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. The student may be invited to attend the meeting at the discretion of the parent. The school shall hold this meeting within ten (10) school days of receiving the parent's request. The time for calling the meeting can be extended beyond the 10-day limit if the parent is unable to attend within that time period.

1. The focus of any such meeting shall be to discuss proactive ways to prevent the need for ESI and to reduce incidents in the future.

2. For a student with an IEP, the IEP Team shall also discuss the incident and consider whether to conduct a functional behavior assessment and/or whether a behavior intervention plan is needed, or existing plan needs to be modified.
3. For a student with a Section 504 Plan, the 504 Team shall also discuss the incident and consider whether to conduct a functional behavior assessment and/or whether a behavior intervention plan is needed, or existing plan needs to be modified. The Team should also discuss and consider if there is a need for a special education evaluation.
4. If the student with an IEP or Section 504 Plan is placed in a private school by the parent, the meeting shall include the parent and the private school. If a formal team meeting is held, the private school will help facilitate the meeting.
5. For a student without a Section 504 Plan or IEP, the school staff and parent shall discuss the incident and consider the appropriateness of a referral for special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the parent, a school administrator, at least one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator.

Nothing in this section shall prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if the student would benefit by the measures.

ESI Complaint Investigation Procedures

1. If a parent believes that an ESI was used in violation of state law or board policy, the parent may file a written complaint within thirty (30) calendar days of notification of the disputed ESI. The "Request of Investigation of Emergency Safety Invention (ESI)" shall be accessible on the Blue Valley District website.
2. The Board of Education has delegated to the Superintendent or his/her designee the authority to receive parental written complaints regarding the use of ESI.
3. Upon receipt of a complaint, the Superintendent or his/her designee will investigate the complaint and develop a written report which will include findings of fact, conclusions relevant to the requirements of this policy or regulations of the KSDE; and, if necessary, corrective actions to remedy an instance of noncompliance.
4. The written report will be submitted to the parents, the school, the Board of Education, and to the KSDE within thirty (30) calendar days from the date the complaint is received in the Superintendent's office.
5. A parent may file a request for administrative review by the Kansas State Board of Education within thirty (30) calendar days from the date a final decision is issued pursuant to the local dispute resolution process.

Annual Staff Training

Staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques.

1. The District designee will schedule school personnel ESI training programs consistent with nationally-recognized training programs on the use of emergency safety interventions.
2. Training will be designed to meet the needs of personnel as appropriate to their duties and potential need for use of ESI procedures. Staff members deemed most likely to need to restrain a student will be provided a greater intensity of training.
3. The District designee will maintain written or electronic documentation of training provided and lists of participants in each ESI training program. This documentation will be made available for inspection by the state board of education upon request.

Appointment of Designee

The Superintendent shall appoint a District staff member to implement the requirements of this policy for using Emergency Safety Interventions (ESI).

Board ESI Policy Notice

Board Policy 3522 is published on the District's website, on each school's website, and the entire Board ESI Policy must be available in each school's student handbook, code of conduct, or school safety plan. Parents will be notified of the online availability of this policy annually during enrollment.

B.O.E. Adopted 12 Aug 2013

B.O.E. Amended 08 Sep 2014

B.O.E. Amended 10 Aug 2015

B.O.E. Amended 08 Aug 2016

LEGAL REFERENCE: K.A.R.91-42-1 through 91-42-7.