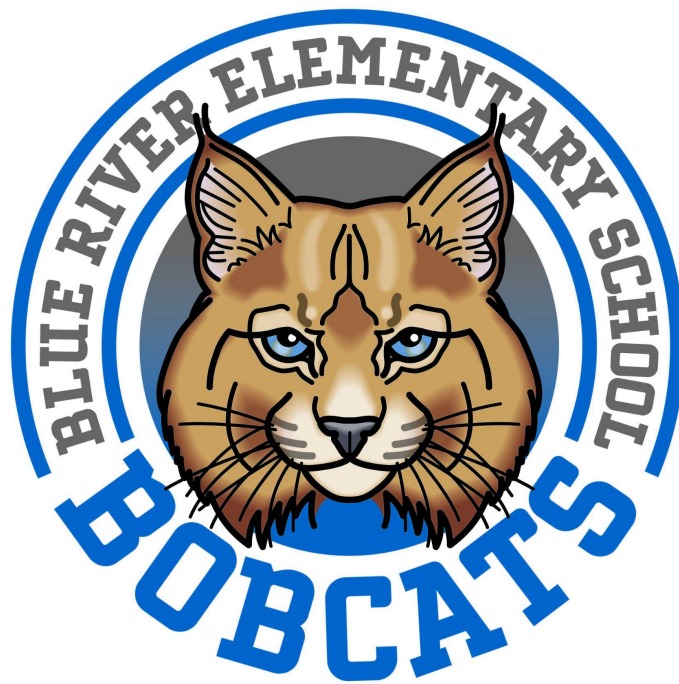


# Blue River Elementary School

Parent Handbook  
2023-24



5101 W 163rd Terrace  
Overland Park, KS 66085  
(913) 239-6000  
(913) 239-6048 (fax)  
913-239-6005 (attendance line)  
Hours:  
8:40am - 3:45pm

Ms. Melissa Blevins, Principal  
[mjblevins@bluevalleyk12.org](mailto:mjblevins@bluevalleyk12.org)

## **Mission**

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

## **Vision**

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

Dear Blue River Elementary Families,

I am extremely honored to serve as the principal of Blue River Elementary and I am looking forward to a positive and productive 2023-2024 school year. Our goal is to ensure an equitable and safe learning environment for all stakeholders and to build a strong home/school partnership. The policies, guidelines and procedures detailed in this handbook will help us to do just that.

The handbook also contains a staff roster, a district calendar of events, schedules and more that you may find helpful when assisting your student(s) in planning for a successful school experience.

Please take the time to familiarize yourself with the contents of this handbook and refer to it when needed. It is always linked on our website under the “Families” tab.

The Blue River staff is committed to each and every student’s academic and social-emotional growth. Please do not hesitate to reach out with any questions or concerns.

It’s a great day to be a Bobcat!

Melissa Blevins-Principal  
[mjblevins@bluevalleyk12.org](mailto:mjblevins@bluevalleyk12.org)  
913-239-6015

## Expectations in all Locations

Our ROAR expectations will be explicitly taught, reviewed and reinforced by every staff member throughout the school year. Further review of these expectations at home only strengthens our home-school connection and ultimately the learning environment during our school day. Thank you for your support!



### Blue River Elementary Expectations Matrix



	Classroom	Hallway	Pods	Cafeteria	Bathroom	Recess Playground	Bus	Arrival/ Dismissal
<b>R</b> <b>Respect Others</b>	<ul style="list-style-type: none"> <li>Listen and pay attention to the speaker</li> <li>Follow directions</li> <li>Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate voice levels 0-Silent 1-Whisper 2-Partner, 3-Outside</li> <li>Acknowledge others in the hallway.</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate voice levels - be mindful of others 0-Silent, 1-Whisper 2-Partner, 3-Outside</li> <li>Respect other students/adults using the area</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Raise your hand if you need help</li> <li>Use appropriate voice levels 0-Silent 1-Whisper 2-Partner 3-Outside</li> </ul>	<ul style="list-style-type: none"> <li>Give others privacy</li> <li>Remain in own stall</li> <li>Use appropriate voice levels 0-Silent 1-Whisper, 2-Partner 3-Outside</li> </ul>	<ul style="list-style-type: none"> <li>Be kind to peers while playing games</li> <li>Respect others personal space</li> <li>Respond immediately when teacher or adult calls</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Respect the bus driver</li> <li>Use appropriate voice levels 0-Silent 1-Whisper, 2-Partner 3-Outside</li> </ul>	<ul style="list-style-type: none"> <li>Control temper in conflict situations</li> <li>Respond immediately when teacher or adult calls</li> </ul>
<b>O</b> <b>Own Your Actions</b>	<ul style="list-style-type: none"> <li>Stay calm</li> <li>Control your actions</li> <li>Be truthful</li> </ul>	<ul style="list-style-type: none"> <li>Respect materials</li> <li>Stay calm</li> <li>Control your actions</li> </ul>	<ul style="list-style-type: none"> <li>Use the space as instructed by your teachers</li> <li>Stay calm</li> <li>Control your actions</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Stay calm</li> <li>Control your actions</li> <li>Wait patiently in line</li> </ul>	<ul style="list-style-type: none"> <li>Take care of your own business and return to class promptly</li> <li>Flush the toilet</li> </ul>	<ul style="list-style-type: none"> <li>Control your actions</li> <li>Follow the rules of the game</li> </ul>	<ul style="list-style-type: none"> <li>Listen to and follow bus rules</li> <li>Stay calm</li> <li>Control your actions</li> </ul>	<ul style="list-style-type: none"> <li>Bring to school and take home all necessary materials</li> <li>Arrive on time</li> <li>Stay calm</li> <li>Control your actions</li> </ul>
<b>A</b> <b>Act Safely</b>	<ul style="list-style-type: none"> <li>Keep your hands, feet, and objects to yourself</li> <li>Follow the directions given for drills &amp; emergency</li> </ul>	<ul style="list-style-type: none"> <li>Follow the directions given for drills &amp; emergency</li> <li>Keep your hands, feet, and objects to yourself</li> <li>Face forward and walk</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Clean up after yourself, including papers and pencils</li> <li>Push your chair or bench seating in</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hands, feet, and food to yourself</li> <li>Keep your area clean</li> </ul>	<ul style="list-style-type: none"> <li>Keep school supplies out of the bathroom</li> <li>Wash hands with soap</li> <li>Throw away trash</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your assigned area</li> <li>Use equipment correctly</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated</li> <li>Be alert and watch for your stop</li> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your assigned area</li> <li>Pay attention and listen to the adults</li> </ul>
<b>R</b> <b>Rise to the Challenge</b>	<ul style="list-style-type: none"> <li>Cooperate with others</li> <li>Give your best effort</li> <li>Try first, then ask for help</li> <li>Keep a positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>Be a role model to other students</li> <li>Report problems and unsafe behaviors to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Be a role model to other students while using the area</li> <li>Complete the task to the best of your ability</li> </ul>	<ul style="list-style-type: none"> <li>Use manners</li> <li>Include everyone at your lunch table</li> <li>Help clean up your table area</li> </ul>	<ul style="list-style-type: none"> <li>Report problems and unsafe behaviors to teacher</li> <li>Help keep the area clean</li> </ul>	<ul style="list-style-type: none"> <li>Include others in your activities</li> <li>Report problems and unsafe behaviors to the teacher</li> <li>Resolve the conflict peacefully</li> </ul>	<ul style="list-style-type: none"> <li>Do the right thing</li> <li>Use positive words</li> </ul>	<ul style="list-style-type: none"> <li>Do the right thing</li> <li>Be a role model to other students while using the area</li> </ul>

## Blue River Elementary School Staff Roster 2023-24

Principal:	Melissa Blevins	Art:	Danielle Thorup
Office Staff:	Laura Stroud Amanda Lyons	Music:	Lindsay Prater
Kindergarten:	Sara Bastemeyer Lisa Culbertson Chris Nichols	P.E.:	Savannah Reece
First Grade:	Rebecca Baker Caroline Breckenridge Greyson Woerpel	Spanish:	Mark Lange
Second Grade:	Susan Conway Sarah Hickey Carrie Lahey Kristin Masten	Counselor:	Kala Pelate
Third Grade:	Shannon Brady Brenda Lundeen Lexi Weber Samantha Weems	Librarian:	Erin Feldmann
Fourth Grade:	Liz Dolan Kylee Kopatich Natalie Washington Rachel Williams	Reading:	Jennifer Duke
Fifth Grade:	Amanda Akridge Bethany Berry Delia Shepard Anne Sobba	Nurse:	Jennifer Barlows
Social Worker:	Suzy Rein	Occupational Therapist:	Mallory Hickey
Inst. Design Coach:	Jill Lange	Psychologist:	Lyndi Hoit
Custodians:	Vida Nyarko (day) Maria Avila (night) Sergio Miranda Ocampo (lead)	Gifted:	Clayton Prater
Building Sub:	Karen Schmidt	Speech:	Becki Healy
		Resource:	Bethany Almloff
		Resource:	Christine Woods
		Resource:	Tonya Hilliard
		Resource:	Ashley Giebler
		Resource:	Katie Mandracchia
		ESOL:	Michelle Tomlen
		Computer Para:	Ruthie Ma
		Reading Support Para:	Radmila Dahlstrom
		Math Support Para:	LeeAnn Ramahi
		Special Ed. Para:	Julie Castor
		Special Ed. Para:	Jennifer Dunton
		Special Ed. Para:	Janet Hurt
		Special Ed. Para:	Kelly Thomas
		Special Ed. Para:	Mahbuba Jahan
		SPED Para-Int.:	Ketaki Ghanekar
		SPED Para-Int.:	Farhana Rahman
		SPED Para-Int.:	Ambar Flores
		P/T Lunch Para:	Beth Newcomer-job share
		P/T Lunch Para:	Jessica Butler Bell-job share
		P/T Lunch Para:	<b>Vacancy</b>
		P/T Building Para:	Stacy Ahlrichs
		P/T Building Para:	Laura Geary

Blue River Elementary  
Staff Birthday List  
2023-2024

**August**

6 Mark Lange  
17 Jennifer Barlows  
20 Jennifer Duke  
24 Christine Woods  
31 Rebecca Baker

**September**

3 Kala Pelate  
13 Laura Geary  
13 Anne Sobba  
17 Carrie Lahey  
21 Savannah Reece  
25 LeeAnn Ramahi

**October**

1 Suzy Rein  
4 Katie Mandracchia  
5 Janet Hurt  
6 Kelly Thomas  
11 Ketaki Ghanekar  
13 Kristin Masten  
27 Samantha Weems  
29 Beth Newcomer  
30 Ruthie Ma  
31 Amanda Lyons

**November**

5 Erin Feldmann  
5 Caroline Breckenridge  
16 Liz Dolan  
17 Greyson Woerpel  
21 Melissa Blevins  
22 Mallory Hickey  
26 Karen Schmidt  
30 Danielle Thorup

**December**

1 Ashley Giebler  
11 Sara Bastemeyer  
12 Bethany Berry  
13 Susan Conway  
16 Brenda Lundeen  
24 Jill Lange

**December**

27 Delia Shepard  
28 Shannon Brady  
31 Ambar Flores

**January**

1 Mahbuba Jahan  
5 Jennifer Dunton  
5 Michelle Tomlen  
13 Natalie Washington

**February**

4 Julie Castor  
13 Chris Nichols

**March**

1 Farhana Rahman  
13 Radmila Dahlstrom  
13 Jessica Butler Bell

**April**

4 Lindsay Prater  
5 Laura Stroud  
8 Sarah Hickey  
21 Lisa Culbertson

**May**

6 Lyndi Hoit  
12 Rachel Williams  
19 Lexi Weber  
24 Sergio Miranda Ocampo

**June**

2 Bethany Almloff  
2 Stacy Ahlrichs  
16 Amanda Akridge  
30 Tonya Hilliard

**July**

15 Becki Healy  
20 vida Nyarko  
23 Clayton Prater  
25 Kylee Kopatich

## Blue River Lunch Schedule 2023-2024

<b>Class</b>	<b>Lunch Period</b>	<b>Recess Period</b>	<b>Return to Class</b>
<b>Kindergarten</b>	<b>10:50-11:10</b>	<b>11:10-11:20</b>	<b>11:20</b>
<b>1st Grade</b>	<b>11:10-11:30</b>	<b>11:30-11:40</b>	<b>11:40</b>
<b>2nd Grade</b>	<b>11:30-11:50</b>	<b>11:50-12:00</b>	<b>12:00</b>
<b>3rd Grade</b>	<b>11:50-12:10</b>	<b>12:10-12:20</b>	<b>12:20</b>
<b>4th Grade</b>	<b>12:10-12:30</b>	<b>12:30-12:40</b>	<b>12:40</b>
<b>5th Grade</b>	<b>12:30-12:50</b>	<b>12:50-1:00</b>	<b>1:00</b>

## Recess Schedule 2023-2024

<b>Kindergarten</b>	<b>10:00-10:15 2:30-2:45</b>
<b>First Grade</b>	<b>9:45-10:00 1:30-1:45</b>
<b>Second Grade</b>	<b>9:30-9:45 2:00-2:15</b>
<b>Third Grade</b>	<b>10:15-10:30 1:30-1:45</b>
<b>Fourth Grade</b>	<b>10:45-11:00 1:45-2:00</b>
<b>Fifth Grade</b>	<b>10:30-10:45 2:45-3:00</b>

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

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

**Arrival:** The first bell rings at 8:30 and that is when students will be allowed to enter the building. Staff members are not on duty prior to 8:30. The bell signaling the start of school is 8:40. All students arriving after 8:40 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.

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

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

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

**Birthday Treats:** Birthdays are very special times for our children. This school year we are trying to celebrate birthdays without edible treats. Many parents have raised a concern about the excess sugar their kiddos are getting in the form of birthday treats throughout the year. This,



coupled with the increase in food allergies that has sometimes made it difficult for parents to know what to bring, has caused us to reexamine how we address honoring and celebrating birthdays. We would like to avoid food related birthday treats this year. Several teachers tried this last year with success. Instead, teachers will offer the students other ways to celebrate their special day so they can be honored and feel special to their peers.

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

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

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

**Building Security:** All exterior doors at BRE will be locked during the school day and all visitors, including families, will need to use the buzz-in entry system. Visitors will be asked to use the outside intercom and security camera to show their government-issued ID or Blue Valley Schools Photo Identification Badge and share the purpose of their visit before being "buzzed in." 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. Staff are asked to assist with building security by making sure all doors to the outside stay closed and locked throughout the day.

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

**Student personal devices (cell phones & smart watches):** In an effort to provide the most effective learning spaces possible, the following guidelines are in effect concerning personal cell phones and associated personal technology devices (CP/PTD) at the elementary school level: CP/PTDs are defined as any device designed for personal communication, digital information transfer, or electronic gaming/play. CP/PTDs are not allowed to be in use by elementary school students during the school day. The school day is defined as anytime the student is on campus property on a day in which school is in session. CP/PTDs are to be kept in backpacks out of sight and are to be powered off. Should the need arise for a student to contact parents during the school day, the main office phone or the classroom phone should be used for such a call. Should the need arise for parents to contact their child, the main office phone should be used for such a call. CP/PTDs may be used by the student at the request of the classroom teacher or other staff members. CP/PTDs used to monitor identified student health needs such as blood sugar levels are allowed and must be approved by the principal.

**Delivery of Items to School:** It is natural that students may occasionally forget items which they need at school. If you are bringing items to school for your children please bring them to the front office. Our school secretaries will determine the most appropriate time to deliver the item to the classroom teacher in order to minimize classroom interruptions.

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

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

**Dismissal:**

- Bus riders will be called to report to the gym as their bus arrives at BRE.
- Walkers will be called to exit the doors on the far side of the music room by all of the benches by 3:42pm.
- Students being picked up in the courtyard (where the benches are) will be dismissed around 3:45 pm.

- Students being picked up in the car line will be called as the parent arrives. Please place the provided sign (it will be sent home with your child the first day of school) that displays your last name in your front window so that staff on duty can quickly call for your child. Please remember, school ends at 3:45pm.

Again, parents have two choices regarding dismissal:

- You may wait in the car line that forms to the right. Students will enter the car the same way they exit in the morning. Once the line gets moving, it doesn't take as long as you might think.
- If you choose not to wait in the carline, you may park in the parking lot and walk across the street to pick up your children. You cannot pull up in the parking lot and have your children cross the street and get in the car, Also, you may not bypass the car line, pull up closer to the middle school and have your child meet you there. This is unsafe and not fair to those parents following the established procedure. We have completed dismissal every day thus far by 4:00pm so it really does go smoothly if everyone follows these guidelines. Please remember to pick your children up on time, Thanks for your cooperation. **Please always come to the office to sign students out early.**

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

If, however, you have to change the normal after school procedure in the case of an emergency, those calls need to be made to the office (913-239-6000) **before 3:00**. It gets extremely busy in the office between 3:00-3:45 and the secretaries have their hands full. It is very difficult to get the correct message to the correct teacher when everyone is preparing for dismissal. Additionally, if you have a dismissal change, please call the office as opposed to sending an e-mail to the teacher or secretaries. The staff does not always have the time to check e-mail throughout the day and the message may not get to your child.

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

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

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

**Fundraisers:** The PTO works diligently to keep fundraisers to a minimum. However, we have many scout groups, committees, and other school groups who engage in community service projects to benefit various charities. We know that families cannot support every effort nor do we have an expectation that you will do so. Please feel free to participate in causes close to your heart and know that we appreciate your assistance.

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

- If the temperature/heat index reaches 100 degrees, recess and P.E. will be held inside. Temperatures upwards of 95 will be monitored.
- If the temperature/wind chill is below 0, students will be kept inside. If the temperature is in the teens or below, recess will be monitored and might be shortened. Students should always dress appropriately for the current weather conditions.
- If the weather should turn snowy/icy during the school day please watch your email where we will update you of any dismissal changes. However, the district rule of thumb is that the students are safer here at school than to be dismissed early. You are welcome to pick your children up if you would feel more comfortable, but rarely does the district call school early.
- If a bad thunderstorm (lightning/hail) hits at dismissal we will keep the students in the building until the threat of bad weather passes. Again, we will keep you abreast of any changes via email and text.

**Lunch:** You are welcome to come to school and have lunch with your child whenever you would like after Labor Day. Please sign in at the office. We ask that you eat lunch with your child but allow them to go outside for the fitness break with their class. The socialization that takes place at this time between friends is important and, if parents are there, they tend to stay with their parents and not play with their friends. When eating lunch with your child, you are welcome to sit outside in front of the school on the picnic tables or in the breezeway between the elementary and middle school.

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

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

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

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

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

**Visitors:** Please remember to bring your government issued identification card (driver's license, passport, etc.) when coming to school for any purpose.

## **Emergency Safety Interventions (ESI)**

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

### ESI Restrictions

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

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

## **Seclusion**

"Seclusion" occurs when a student is (1) placed in an enclosed area by school personnel.

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

### Seclusion Restrictions

1. During seclusion, a school employee shall be able to see and hear the student at all times.

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

## **Restraint**

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

### Restraints Restrictions

1. The use of prone physical restraint, supine physical restraint, physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student’s primary mode of communication is prohibited.
2. The use of chemical restraint, except as prescribed treatments for the student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments, is prohibited.
3. The use of mechanical restraint, except those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a certified law enforcement officer in carrying out law enforcement duties, and seat belts or other safety equipment when used to secure students during transportation, is prohibited.

## **School Documentation of Incidence**

1. Each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following: a) date and time of ESI; b) type of ESI, c) length of time the ESI was used; d) school personnel who participated in or supervised the ESI; and e) whether the student had an IEP, 504 plan, or behavior intervention plan at the time of the incident.
2. All documentation shall be provided to the building principal, or principal’s designee who will maintain the documentation and review the data at least quarterly.

3. The principal or designee will submit the documentation on the final day of the fall and spring semester of each school year to the Superintendent or his/her designee.
4. The District designee will report incidents of using ESI to the Kansas State Department of Education ("KSDE") as required.

### **Parent Notification and Documentation**

1. The principal or designee shall notify the parent the same day as the incident. The same-day notification requirement is satisfied if the school attempts at least two methods of contacting the parents (i.e. phone and text, or phone and email).
2. A parent may designate a preferred method of contact to receive notification.
3. A parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.
4. Documentation of ESI shall be completed and provided to the parent within one (1) school day of the incident. The documentation will include: a) events leading up to the incident;  
  
b) student behaviors that necessitated the ESI; c) steps taken to transition the student back to the educational setting; d) the date and time of the incident, type of ESI used, duration of the ESI, and the school personnel who used or supervised the ESI; e) space or an additional form for parents to provide feedback or comments to the school regarding the incident; f) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and g) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items if the triggering issue necessitating the ESI's is the same.
5. Upon the first ESI each year, parents will be provided a printed copy, or upon written request, an email copy of: a) the ESI policy which indicates when ESI can be used; b) flyer of parent rights; c) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy), d) the complaint process of the state board of education; and e) information that will assist the parent in navigating the complaint process including contact information for Families Together and the Disability Rights Center of Kansas. Upon the second or subsequent incident, the parent shall



be provided with a full and direct website address containing all such information.

6. If the school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint or mechanical restraint, including handcuffs, on a student, the school shall notify the parent the same day using the parents preferred method of contact. The school is not required to provide written documentation to the parent, nor document this law enforcement action as an ESI.

### **Parent Right to Meeting on ESI Use**

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. The student may be invited to attend the meeting at the discretion of the parent.

The school shall hold this meeting within ten (10) school days of receiving the parent's request. The time for calling the meeting can be extended beyond the 10-day limit if the parent is unable to attend within that time period.

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

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

### **ESI Complaint Investigation Procedures**

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

### **Annual Staff Training**

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

1. The District designee will schedule school personnel ESI training programs consistent with nationally-recognized training programs on the use of emergency safety interventions.
2. Training will be designed to meet the needs of personnel as appropriate to their duties and potential need for use of ESI procedures. Staff members deemed most likely to need to restrain a student will be provided a greater intensity of training.

3. The District designee will maintain written or electronic documentation of training provided and lists of participants in each ESI training program. This documentation will be made available for inspection by the state board of education upon request.

### **Appointment of Designee**

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

### **Board ESI Policy Notice**

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

B.O.E. Adopted 12 Aug 2013

B.O.E. Amended 08 Sep 2014

B.O.E. Amended 10 Aug 2015

B.O.E. Amended 08 Aug 2016

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

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