

CEDAR HILLS CHEETAHS

Creating A Great Story For All
Sweet Sixteen

Family Handbook 2019 - 2020

The purpose of the Family Handbook is to support our parents and students as we work together in carrying out our partnership for quality learning experiences. This document, along with district resources, will help in creating a consistent and supportive operation of our school. Please always feel free to contact the school with questions.

Additional district information can be obtained at this link

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

Cedar Hills Elementary
9100 W 165th Street
Overland Park, KS 66085
Office Hours 8am-4pm

Steve Marsh, Principal
Coleen Slaney, Administrative Assistant/Bookkeeper
Heather Mogolov, Administrative Assistant
Meghan Boehm, Nurse

Office Phone: 913-239-3300
Attendance: 913-239-3305
Nurse: 913-239-3313
FAX: 913-239-3348
Food Service: 913-239-5703

CHE Staff Commitments to All Students

- Safe and caring environment to achieve beyond expectations*
- Child-centered learning environment to meet a wide range of needs*
- Focus on the whole child development*
- Variety of best practice instructional methods and resources to meet each student's needs*

- Use technology to consume and create
- Caring, dedicated staff to build personalized learning experiences
- Opportunities to work collaboratively with others and serve in different roles
- A voice and choice to learning
- Co/Extra-curricular activities to extend and enhance instructional standards
- Access to a wide range of print and online resources
- Future ready experiences of communication, critical thinking, collaboration, creativity

Important Safety Information

Having a safe environment for our students, guests and staff is our number one priority. We have many procedures in place to help assure we accomplish this mission each day. We will continue with the **“Buzzer” entry system**. This entry procedure increases our controlled access to the facility. Thank you for your support of this important step. Entrance into the facility during the instructional day will require a government issued identification.

All exterior doors will be locked during the school day and all visitors, including families, will need to use the buzz-in the entry system at the front entrance. During the instructional day, visitors will be required to use the outside intercom and security camera to show their government-issued ID along with sharing 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. On special school events, a VIP Ticket system will be used. Additional information will be provided to parents prior to the event date.

Main entrance doors will be unlocked for a short period of time during arrival and dismissal. Thank you for your continued support of this procedure.

Helpful Tips

- Have government issued ID ready as you approach the front doors
 - Hold the ID approximately three inches from the wall mounted camera.
 - Follow the entry directions from the office team.
 - Do not hold the door open for others as everyone must go through the process
- Thanks for your support of school safety.*

ABSENCES

Parents should notify the school before the beginning of the school day to report any student absences by **calling the absence line at 239-3305 or by filling out the absence form on our website**. If absence is due to illness, please report the nature of the illness, if known, to facilitate knowledge of communicable diseases. Please call the school every day that your child is absent.

If an absence will occur over an extended time, please notify the classroom teacher in advance.

ARRIVING AND LEAVING SCHOOL

School Hours: *Kindergarten – Grade 5:* 8:35am - 3:40pm

It is very important students are present in the classroom at 8:35am each day. A late arrival is disrupting to the learning process for both the class and the late arriving student.

- ✓ Please plan your child's schedule so arrival at school occurs **at or after 8:15am** when supervision is provided in the gym.
- ✓ Students who arrive prior to 8:25am will go to the gym until the bell rings to dismiss them to their classroom.
- ✓ Parents should always come to the office to sign your child in/out of the building. The form needs to be signed every time students leave or enter school other than the usual time. Students will be called to the office from their classroom over the intercom system. Students who are ill may be picked up at the nurse's office and then signed out at the school office.
- ✓ The first bell rings at 8:25 and this is when students will be allowed to enter classrooms. 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.
- ✓ If possible, please refrain from checking out students between 3:30-3:40.

ATTENDANCE

The Blue Valley Unified School District strongly believes that regular attendance contributes to the probability of scholastic success and to the development of attitudes of consistent performance that will carry over into adult life.

The following attendance guidelines have been established at the elementary level:

- If a student leaves school before 10am – full day absent
- If a student leaves school after 10am – half day absent
- If a student leaves school before 2pm – half day absent
- If a student leaves school after 2pm – no absence
- If a student arrives before 10am and leaves before 2pm – half day absent

The following are reasons for excusable absence:

- Student illness
- Illness or death in the family
- Medical and dental appointments
- Emergencies requiring a student's service or presence at home
- Obligatory religious observances
- Family vacations and family business
- Participation in a school approved student activity
- Any absence for reasons other than those listed without parent knowledge and arrangement with school officials will be considered an unexcused absence (makeup work suggested, no credit received).

BIRTHDAY RECOGNITIONS – Important updated information

Families are welcome to provide birthday treats (from the approved nut safer listing – see web site for listing) on a student’s birthday or half birthday. Treats will be distributed during the last thirty minutes of the instructional school day. Students are welcome to stop by the principal’s office to obtain a goodie from the “birthday box”. Outside of school birthday party invitations can be distributed at school IF each child in the classroom receives an invitation (if it is an all girl party then each girl should receive an invitation). We are not able to provide parents a specific student mailing addresses.

Please do not send balloons or flowers to school for your child. (These items will remain in the office until dismissal).

Student safety is a top priority at Cedar Hills. We have many measures in place to create a safe and secure environment. Due to the ever increasing food allergies, especially those related to peanut/nut products and as a means to promote healthy eating habits, we have a guideline for treats distributed at school. **ALL treats brought to school will be limited to a list put out by the school district.** It will be necessary to return treats that are not in alignment of the nut safer criteria. Thank you for your understanding and cooperation on this important matter. (See web site for listing). Every classroom at Cedar Hills is designated as a “nut safer environment”. The dining room has no food restrictions.

BREAKFAST / LUNCH PROGRAM

Students have an option of a school breakfast (includes both hot and cold servings) and hot lunch (includes choices of multiple entrees, self serve fruit and vegetable choices and two beverage choices). Breakfast is served each day from 8:15-8:30am at the cost of \$1.45. The breakfast menu can be found on the district’s meal calendar. Each lunch shift is thirty minutes. A lunch can be brought from home although a microwave or refrigerator are not available for student use.. Students are permitted to self select their seating arrangements. Lunch accounts may be paid by check (payable to Food and Nutrition Services) or on-line through your ParentVue account. Parents and other guests are always welcome to join us for lunch. The dining room has no food restrictions. An identified “nut safer” table is available. Monthly menus can be found on the school’s web site. Student lunch cost is \$2.70. Adult lunches are \$3.75. A la carte milk is \$0.55.

2019-2020 Lunch Schedule

Lunch- Continuous Serving Model

Blasi/Christians: 10:55-11:25

York/Harsch: 11:00-11:30

Stepp/Symonds: 11:10-11:40

Smith/Allmon/Noren: 11:20-11:50

Keplinger/Meyer: 11:25-11:55

Maximuk/Stern: 11:30-12:00

Smith/Schwabauer: 11:40-12:10

Grajkowska/Berutti/Anduss: 11:50-12:20

Armistead: 11:55-12:25
Brown/Pelletier: 12:00-12:30
Kunkel/Fields: 12:10-12:40
Grade 5: 12:30-1:00

BUS SERVICE

Blue Valley School District provides free bus transportation to students who live 2.5 or more miles from school through Durham Bus. Mileage is figured by measuring the most direct route from the student's house to the school. Free transportation is also provided for students who qualify for the federal lunch program and for children enrolled in some special education classes.

Bus transportation may be available for parents who want to purchase service for children who live less than 2.5 miles from school. Information about mileage and attendance areas may be obtained from the school or by calling the Blue Valley District Office at (913) 239-4000.

Questions or concerns about bus routes, transportation fees, and other bus issues should be directed to Durham at (913) 681-2492.

Parents are encouraged to review these key bus safety rules with their children.

- Always keep arms, legs, and other body parts inside the bus
- Speak respectfully to others, both children and adults
- Stay seated at all times when the bus is moving
- Observe driver instructions at all times
- When seated, face the front of the bus
- Keep your hands and feet in your space
- Use an "inside voice" when visiting with your neighbor
- If you cross the street to board the bus, wait for the driver's signal to cross
- Respect all bus riders and the driver

With everyone's cooperation, we can make the bus ride a safe, pleasant trip for all riders. Bus misconduct and failure to comply with the bus rules along with the driver's request may result in suspension from the bus.

CLASS ASSIGNMENTS

Teachers of the current grade level, support staff and the principal compose class lists. Class lists are carefully balanced with girls and boys, different learning styles and abilities, as well as different personalities. This provides the best educational environment for your child. Parents may make a recommendation as to the kind of professional that might work best with their child. No teacher names suggested, please. This letter should be submitted to the principal. Tremendous effort is put forth to create the best learning environment. Thanks for your support!

COMMUNICATION

As we work as a team to provide quality education for all students at Cedar Hills Elementary, communication is very important. Regular contact between the family and school is the lifeline to our success in working together. Phone calls, electronic mail, personal visits, notes, school web site and newsletters all serve to keep the communication lines open. Weekly, families will

receive an email newsletter update from the principal/office staff and their classroom teacher. Check our website for important updates on upcoming activities from the school, office and classroom teachers. You are encouraged to contact your teacher and office at any time with questions, concerns or celebrations. CHE web page – www.bluevalleyk12.org/CHE.

CURRICULUM

The district's adapted curriculum outlines the key learning objectives for our students. The teaching of this curriculum is a joint effort of school staff members, students and parents. To view the district curriculum and related information, visit the district's or school's web site. The Cedar Hills web page contains a monthly curriculum plan that outlines the general teaching and learning for each grade level by subject area.

EMERGENCY MESSAGING

With an upgrade to the district's communication system, parents no longer need to sign up for BV Alerts. We now have the ability to send out necessary emergency information to all families.

LEARNING EXCURSIONS

Classroom teachers schedule field trips with the principal's approval within the metropolitan area and nearby points of interest throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to resources in the community.

Parents will receive notices of the learning excursions well in advance of the scheduled trip date and will be asked to sign an information/permission form. Parents are welcome to attend field trip outings. Please note that bus and trip capacity may be limited. All costs of trips are sponsored by the PTO sponsored *Take Stock In Cedar Hills* program.

MEDICATIONS AT SCHOOL

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

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

MISSION STATEMENT

The Blue Valley School District's mission is *unprecedented academic success and unparalleled personal growth for every student.*

OUTDOOR RECESS

Recess times are scheduled during the day for student's enjoyment, physical activity, and is an integral part of the school day. We will limit or eliminate outdoor recess if:

- The heat index is 100 degrees F or higher (if the heat index is between 95-100 degrees, outdoor recess and outdoor physical education should be limited).
- The wind chill is 10 degrees F or lower (if the wind chill is between 10-20 degrees, outdoor recess and outdoor physical education should be limited).
- There is falling moisture.
- The ground conditions are not safe for play.

All students are expected to participate in recess unless they stay in because of a teacher or parent request. Any student with asthma or respiratory problems will be watched carefully on Red Alert days. If parents wish their child to stay in at recess, a note should be sent to the child's teacher indicating the reason(s) for the request. If a child is to be held in for more than three consecutive days, a note from the child's doctor is requested. Recess play equipment is provided for student enjoyment. Student safety is always a priority. Football is not permitted as a recess game.

RECESS SCHEDULE

Kindergarten: 10:30-10:45; 2:35-2:50

Grade 1: 9:55-10:10; 1:55-2:10

Grade 2: 10:50-11:10; 12:50-1:05

Grade 3: 2:50-3:10; Fitness Walk

Grade 4: 2:10-2:30; Fitness Walk

Grade 5: 1:35-1:55; Fitness Walk

PARENT TEACHER CONFERENCES

Communication is an essential ingredient for student success. Twice a year formal conferences are held. This provides an excellent opportunity to review the learner's progress and develop action plans for areas of focus. Students are always welcome to be part of the conference conversation. Any time a need surfaces, the parents can arrange for the school team to meet to discuss celebrations or learning concerns.

2019-20 Conference Schedule: The weeks of September 30 and February 10

PARENT TEACHER ORGANIZATION

This outstanding group of parent volunteers provides tremendous support with countless hours of service and generous financial donations. The PTO activities are facilitated by a nine member executive board and numerous committee chairs and members. Community members are encouraged to be actively involved in their school through being an active PTO member. Check out the PTO web page for additional information: www.cedarhillspto.com

SAFETY TRAFFIC FLOW

Always remember: SAFETY FIRST! We share a common priority: the safety of your children. Therefore, we ask that you encourage your child to:

- Walk, not run, at all times when entering and leaving the building.
- Go directly home after school. Use a designated path to walk home.
- Refuse to enter automobiles of strangers and report to an adult immediately
- Be considerate of other students, especially younger ones.
- Follow all safety rules for school, bus, bicycles and playground.
- Use crosswalks.
- Parents please refrain from using mobile phones while picking up children before/after school. ALWAYS be on the lookout for children.
- Only authorized vehicles should park in the handicap designated stalls.
- Never let a child exit the vehicle in the parking lot drive – use a stall

SCHOOL SPIRIT

We are the Cedar Hills Cheetahs! The cheetah is our school mascot. CHE colors are blue and green. Spirit days are held throughout the year to encourage spirit in our school and our community.

CHE School Song

*We are the Cedar Hills Cheetahs!
A school that is proud and strong.
A family of teachers, staff and students;
A place where we belong!*

*We live by the Blue Valley virtues
And as you may have guessed:
We are glad to be here
Cause Cedar Hills is the BEST!!
GO CHEETAHS!!!!!!*

Written and composed by Aimee Meagher

SCHOOL CLASSROOM PARTIES

Parties are scheduled for three occasions: Halloween, Winter Break and Valentine's Day. The room parents and party helpers plan and facilitate the classroom parties. It is important to respect all family backgrounds as party activities are planned. Guidelines are provided in the Room Parent Guideline booklet. The principal should approve any other "special" parties.

SCHOOL CLOSING

The district uses a weather forecasting agency to more accurately assess weather conditions. Should school need to be canceled or delayed due to inclement weather, this decision will be made by 6 a.m. At that time, the District will notify major television/radio stations, email parents, post a statement on the district's web page and Twitter. Parents also may call the District's Helpline at (913) 239-4600 for weather related information. This announcement will also appear on the school web page.

School Closings—All school activities will be canceled for the day. If inclement weather continues the following day, patrons will be notified accordingly. Otherwise you may assume classes will be in session the following day. Prior to the onset of inclement weather, students riding the bus will be notified by their bus driver if an alternative pick-up point will be necessary.

SCHOOL HOURS

8:00am School Office Opens
8:15am Teachers on duty, **earliest student arrival time**
8:35am School starts
3:40pm Students dismissed
4:00pm School office closes

SECURITY BADGES

The Blue Valley School District has mandated that all staff, parents and visitors wear guest badges while in the school. We have guest badges in the office. If you are in the school between the hours of 8am – 4pm, you **MUST** pick up a guest sticker when you sign in. Thank you for making safety a priority.

SEVERE WEATHER/ STORM WARNINGS/ TORNADO /FIRE DRILLS/

Safe place drills are held throughout the school year as mandated. CHE is equipped with a tornado shelter located in each pod. The office team contains a civil defense monitor, which provides continuous weather information as needed.

The school has direct contact with the Johnson County Civil Defense Office in Olathe and the Overland Park Police Department. When a "Severe Weather Watch" is put into effect, necessary precautions are taken. No student will be kept after school for any reason and all student activities such as music groups and after school clubs are canceled.

When a "Tornado Warning" is received, students, guests and staff are taken directly to the storm shelter area. During this time, do not call the school office, as all students and staff will

be in the storm shelter area. Children will be kept in the shelter area until the “All Clear” signal is received. Students will not be released from this area to anyone except their parents.

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 from 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 advancement, request for sexual favor or sex-based behavior that is not welcomed nor requested. Examples of sexual harassment include, but are not limited to, unwanted attention of a sexual nature; continued or repeated unwanted sexual flirtation; advances or propositions; 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.

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.

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

SPECIAL SERVICES

Special education services, supplementary reading support and ESOL services are offered, as needed, based on individual student needs. Enrichment services are provided for students who are identified by the school district. The enrichment specialist also works within the classroom for kindergarten through grade 5 providing special activities and classroom lessons throughout the year. Occupational/ physical therapy, speech, social work and counseling services are also available.

STUDENT PERSONAL APPEARANCE

Our school is a place for learning and teaching, therefore, appearance and attire should be appropriate for this setting. We adhere to the policy as published in the Blue Valley District Handbook. Students cannot wear hats/caps in the building. Hats may be worn at recess. Tennis shoes are needed for participation in physical education class.

STUDENT TELEPHONE USE

Students may use the phone located in the classroom/office while under the supervision of a staff member. Every attempt should be made to address personal affairs at home such as arranging visits with other students or activities. Student cell phone and “smart watches” use is not permitted during the school day. Parents will be notified if this would occur with arrangements made to pick up the mobile phone from the school office.

TECHNOLOGY POLICY

Cedar Hills Elementary seeks to integrate the use of technology as an important part of our education program. The opportunity to approach learning in a variety of formats and to access information from a wide range of sources presents exciting learning opportunities. With the use of fiber optics to connect to a district network, we have access to computers and people all over the world.

This also brings availability of material that may not be considered to be of educational value in the context of the school setting. We have taken available precautions, which are limited, to restrict access to controversial materials:

- Students will use the Internet only with the teacher’s permission.
- Internet usage will be allowed only during the teacher’s presence in the room.
- Students will use only approved search engines or sites bookmarked by a teacher.
- An Internet filtering system is used.

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

- ✓ Publicize his/her home address or 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 are inconsistent with school rules.
- ✓ Send/receive a message that is sexist, racist, or otherwise prejudicial or inflammatory.
- ✓ Use obscene, harassing or abusive language on-line.
- ✓ Violate copyright laws.
- ✓ Attempt to log-in 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 subsystem 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 is not limited to, temporary or permanent loss of use.

TIPS HOTLINE

The Blue Valley School District has established a Tips Hotline at (913) 239-4600 to report information and/or concerns regarding potentially threatening and/or dangerous situations within the District. Callers can leave a voice mail message with pertinent information. District personnel monitor the mailbox throughout the day. Callers may remain anonymous or leave a name and phone number if they want to be contacted. All information left on this line will be considered serious in nature. Anyone intentionally leaving misleading or inaccurate information may be prosecuted.

Watch DOGS PROGRAM

The WatchDOGS (**D**ads **O**f **G**reat **S**tudents) program is an opportunity for dads, step-dads, and grandfathers to volunteer at Cedar Hills. *"Dad's of Great Students"* are asked to spend at least one day a year at their child's school volunteering by serving as an extra set of eyes and ears and being a positive male role model. During the day, a WatchDOG dad may read and work on flash cards with kids, play at recess, eat lunch with their child, assist in loading and unloading cars and busses, and help with traffic control. However, at the end of the day what is most important is that dads have done whatever it takes to sow seeds of success in the lives of students. Volunteers may sign up for any day of their choice. Upon check-in at the office, volunteers are provided their schedule for the day. We welcome your involvement and look forward to hearing from you!

TIPS FOR PARENTS

1. Send your child to school with a smile on his/her face.
2. Praise. Praise. Praise.
3. Provide students an opportunity to apply what they are learning.
4. Share and encourage the joy of reading.
5. Discuss the day-to-day activities of your child's life.
6. Provide your child with a quiet place to study.
7. Volunteer. Your services are always welcomed and appreciated.
8. Stay informed. Ask questions when you are uncertain.

WEAPON/WEAPON-LIKE DEVICES POSSESSION ON SCHOOL PROPERTY

Board Policy 3516 addresses the possession of a "weapon" or a "weapon-like device" on school district property. It is essential that both parents and students realize that this policy applies 24 hours a day, 7 days a week, 365 days per year, (even during the summer or other vacation times). Students who possess such items on district property at any time can suffer district expulsion or other appropriate school consequences. Depending on the issue 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 3516, "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.

YMCA BEFORE & AFTER SCHOOL CHILD CARE

The YMCA provides before and after school child care in our school dining room. Program hours are from 7am until school begins and after school (3:40pm) until 6:00pm. To sign up, call 345-9622. To receive or report information during childcare hours, parents should call 685-8106.

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.

EMERGENCY SAFETY INTERVENTIONS

3522

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.

1. 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.

EMERGENCY SAFETY INTERVENTIONS

3522

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.