

Harmony Elementary School Parent/Student Handbook 2025-2026



Our Mission

Exploring together, the Harmony Community provides academic excellence in a child-centered environment, empowering each student to eagerly embrace the future with confidence, harmony and an innovative spirit.

14140 Grant Ave.
Overland Park, KS. 66221
www.bluevalleyk12.org/hes
Nate Kremer, Principal

Dear Parents and Students,

Welcome to Harmony Elementary - a great place to learn! You will find that Harmony offers a unique educational experience. Educators, parents and students as partners create a dynamic environment where children can excel. Our caring 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. Harmony students are motivated and excited about taking an active role in their learning!

Our Motto is – Be Kind, Be Safe and Be Engaged! We work hard to explicitly teach students what this means and how to put this into practice in and out of school!

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

Warmly,
Nate Kremer
Principal

Student Expectations/Discipline Plan

We at Harmony 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 all-around development. We can only be successful with your involvement and support in all disciplinary matters with your child. Students at Harmony are expected to put forth their best effort and be responsible for their behavior and learning.

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

Parent Information

Arrival/Dismissal Updates

Arrival

- Students can be dropped off beginning at 8:25 a.m. At that time, students will be allowed to enter classrooms. The bell signaling the start of school is at 8:40 a.m. All students arriving after 8:40 a.m. 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. Parents will need to have their government-issued ID to show the camera, and use the buzz-in system and check-in their student by signing the log in the front office.

Bus Riders

- If a student desires to ride home on the bus with another student for a special occasion, **both** students must bring **two** notes in this case – one for their teacher and one for the bus driver indicating the parents' consent. Notes must be brought to the office first thing in the morning.

The office staff will initial the note for the bus driver indicating that they have seen the note. This must be approved by the bus company to make sure there is space on the bus.

Car Pick-Up

- **All car pick-up and drop-off is in the bottom parking lot.** The circle drive is **reserved for buses and vans only**. If you choose to have your child walk to meet you off-campus, do not pick up on 141st or Grant as it restricts traffic flow and endangers pedestrians.
- Pull up as far forward as possible; do not leave gaps between cars. Have students exit on the passenger side. If able, students need to open the door themselves and not wait for an adult to come open the door for them.
- During dismissal, please have car tags visible so the duty staff can call your student's tag number in a timely manner.
- All traffic exiting the parking lot both during arrival and dismissal times **must** turn right. No left turns or 'straight through' traffic is allowed. A sign is posted at the exit as a reminder.
- If you park in the lower lot, you **MUST** be there by **3:30pm**. Make sure your child knows this is where they will meet you.
- During dismissal, the traffic line forms from the north. No vehicles are allowed to turn left into the parking lot from the south.
- All drivers must remain in their cars during pick-up. Do not park in the main lot and cross the car lane on foot to pick up your child from the pick-up area.
- Always use seatbelts. 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.
- **For everyone's safety, please refrain from using cell phones when the car line is actively moving.**
- Please work with your student on memorizing their car tag number.

Walkers

- If parents are meeting students on campus before or after school, please do not bring dogs to the campus, as we have some students who are allergic to or afraid of dogs.
- We ask parents to make sure your child has at least one walking buddy. Students who walk together meet on the front sidewalk after school. 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.
- All walkers leaving out the front and side doors **must go** to the crossing guard (at 141st & Grant) to cross all streets.
- The crosswalk at the street on Grant is not supervised by Overland Park or HES staff. Students crossing here must be with an adult.

Dismissal – Severe Weather

1. **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 or email to the teacher notifying him/her 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 or email, we will dismiss your child via their regular plan. If your child is a car rider, send appropriate rain gear (umbrella, jacket with hood or raincoat) as we will dismiss as usual unless the rain/storm is prohibitive.
2. In case of **significant rain**, we will dismiss car riders through the cafeteria. Students will be held in the cafeteria and teachers will use radios to call students from the cafeteria to their cars. **DO NOT** try to pick up your child from the cafeteria, please be patient waiting in the car line. This will keep everyone safe.
3. In case of lightning in the area (within a 15 mile radius as noted on our lightening detector system), students will be held in the building until an all-clear is issued.

If there is a severe storm **warning** (or tornado warning), all students will be held in the cafeteria until the warning has been lifted. Parents coming to pick up during a **warning** will be asked to wait in the cafeteria with us.

Dismissal of Students During School Hours

We strongly encourage that you make medical, dental and other important appointments outside of the school day. However, if a child must be picked up at other than the usual time, parents must ring the bell, show their government-issued ID, and come to the front office to sign their child out. If you plan to have someone other than a parent pick up your child during the school day, we will need advanced notice from the parent and positive identification of the individual (photo ID). Students returning to school mid-day must be signed in by a parent. Please park in a visitor spot and come to the front door to sign them out and back in.

Bicycles/Other Modes of Transportation

In the interest of the safety of all our students, no bike riding is allowed to or from campus – this includes adults. Due to the number of pedestrians using the sidewalks and the number of vehicles on the streets, bicycle riding to and from school is not a safe option. Skateboards, scooters, roller blades, rolling backpacks and roller shoes are not allowed on school grounds.

Bus Information

Bus service is 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. Arrangements for busing must be made through Durham School Services online at www.bluevalleydurham.com. Questions or concerns about bus routes or transportation fees should be directed to Durham School Services at (913) 681-2492. We do not currently have any part of our attendance area outside of the 2.5 mile radius.

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 3:40 p.m. you may want to consider enrolling him/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.

For more information on the YMCA Before and After Child Care, visit www.kansascityymca.org.

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. Blue valley also utilizes a text blast and email notification system. School closing announcements are usually made before 6:30am. In the rare case of severe weather or an emergency situation necessitating a school closure midday, we will hold students for parent pick-up. Please be sure to keep all numbers and email addresses updated on ParentVue and with 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 the designated area determined by district officials. An email will be sent out through our district communication system. Make sure you are receiving our weekly emails in order to be on this list.

Transportation Changes

If you need to change the mode of transportation for your child, please send an email to your student's teacher, jbarboza@bluevalleyk12.org and acmerkh@bluevalleyk12.org. Changes to transportation must be given by **NOON** to ensure timely communication to your child and his or her teacher. Emergency changes may be called into the school office at 239-6200 **before 3:00 p.m.** Late changes may not get to your child in time, so **please avoid last minute changes!**

Cafeteria

Harmony Elementary participates in the National School Lunch Program. The District's goal is to serve nutritionally adequate meals. Opening a Food Services account is strongly encouraged to enable your child to cover meal costs each day. All purchases and records are handled by our Food Service Manager on duty from 7:00 a.m. – 2:00 p.m. (239-6203).

Parents may also add money to student lunch accounts through LINQ Connect.

Please refer to the FAQs at [THIS LINK](#) including how to set up a lunch account.

A student account allows students to purchase a la carte items. Parents are notified via email when the account is \$10.00 or below. Please be sure provisions are made for students to pay for these extra items, as we are not authorized to charge them. Menus can be found on the BV District Website.

Please note: No lunch visitors in the beginning of the school year until after Labor Day to help our students get used to a regular lunch routine. Further, no lunch visitors during the last two weeks of the school year, due to fluctuating schedules and helping the children close out the school year with their peers during lunch.

Communication

Email

You will be getting emails from different areas within the Blue Valley School District using the district communication system. Please be sure our office has an updated email address for your student. Check your email address using Parents Online. Once logged in, click on Emergency Contacts under General Info, then click on Details next to your name. To make changes click on Change. The office will receive notification of the change. Mailing addresses cannot be changed without providing proof of residency. Emails may be sent from district office, school or teacher. Harmony Elementary will send a Parent Newsletter every Friday with information for the upcoming week.

Student Personal Electronics Policy

While families may wish students to have cell phones available before and after school, HES policy asks students to leave cell phones and other electronic devices (**smart watches included**) in their backpack while on school property. Every attempt should be made to address personal affairs at home, such as arranging visits with other students or activities. If students need to use a phone, they may ask a staff member to use one of our many building phones. If students choose to use their cell phone, or other electronic device, while at school without permission, they will be asked to visit the principal and parents will be contacted.

Districtwide Elementary School Cell Phone and Associated Personal Technology Guideline

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 only at the request of the classroom teacher or other staff member.
- CP/PTDs used to monitor identified student health needs such as blood sugar levels are allowed and must be approved by the principal.

Webpage

Our school web page is an excellent source of information about our school and upcoming events, as well as links to teachers' web pages and PTO information. You can access our web page through the District web site at www.bluevalleyk12.org/hes.

Miscellaneous

Classroom Visitations

Parents are encouraged to visit our school and are always welcome. Please make arrangements with the classroom teacher for appropriate times. We ask that you follow a few general guidelines to avoid disrupting valuable instructional time. All visitors must go through our buzz-in entry system and check in with the office first to obtain a Visitor's Badge, with the exception of plays, all-school functions and arranged parent/teacher conferences. We do not allow students to visit and sit in classrooms with friends or relatives.

Cold Weather Policy

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. In case of unfavorable weather, please be assured we will use discretion as to whether the children will have outdoor recess. Generally, 10⁰F actual or wind chill temperature is the cut-off for indoor recess during cold weather. Please dress children appropriately – hats, coats, gloves – for cold weather.

Performance Reporting

Our school year is divided into four quarterly reporting periods. Students will receive a report card that will be online for your convenience. Fall and Spring conferences are scheduled for parents and teachers to jointly share and discuss student progress.

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 use rolling backpacks due to the nature of tripping and not being able to see things behind them.
- Do not approach strangers or any vehicles; report suspicious incidents to the office.
- Cross streets at corners or crosswalks only, with an adult present.
- 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). Please have your student bring the note to the office in the morning after showing it to their teacher.

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. Specifically, we discourage students from wearing midriff tops, t-shirts with unacceptable logos or slogans; "off the shoulder" shirts or clothing that is excessively torn or dirty. Hats are for outdoor wear only. **Tennis shoes are required for all students participating in physical education classes.**

School Parties

Room parties for grades kindergarten-5th grade are scheduled on October 31st (Fall Party and Parade), December 19th (Winter Party) and February 11th (Valentine's Party), and are planned by the PTO Room Parents in conjunction with the classroom teachers. **ALL PARTY TREATS MUST BE FROM THE APPROVED NUT SAFE LIST FOUND ON THE HARMONY WEBSITE.**

Birthdays

Food related birthday treats are not allowed. Teachers will be offering students other ways to celebrate their special day so that they will feel honored and special amongst their peers. Please **do**

not send balloons or flowers to the school for your child's birthday. They will not be allowed to travel home on the bus or to be placed in the classroom. Party invitations for individual students (i.e. birthdays, etc.) **may not** be distributed at school. **Limo's are not permitted!**

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.

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 property. 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 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 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 also includes pellet guns, BB guns and paint guns.

Schedules

Daily School Schedule (all grades):

8:00	School office opens
8:25	Doors open for students
8:40	Classes begin
10:30-1:30	Lunch schedule
3:40-3:45	Dismissal - All grades
4:00	School office closes

Refer to the HES website calendar for important school year dates – holidays, special events and district information.

Building Security

All exterior doors at Harmony Elementary 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 members will assist with building security by making sure all doors to the outside stay closed and locked throughout the day.

Student Health

Accidents/Illness/Medications

If your child becomes ill or is injured at school, you will be contacted to pick him/her up in the nurse's office. The direct line to the nurse's office is 913-239-6213. It is **imperative** that you keep all work, home and emergency phone numbers current in ParentVue or you may contact the school office at 913-239-6200 with any changes.

All prescription and/or over-the-counter (OTC) medications, including cough drops, must be stored in the nurse's office. Prescription medications must be in the original container and a “Consent to Administer Prescription Medicine” form must be signed, by the physician and parent. Copies of the physician's order will be kept with child's school health record. A few generic OTC medications such as cough drops, acetaminophen, ibuprofen and topical ointments are stocked in the health room. These medications may only be administered with permission from the parent via consent in ParentVue, a signed Blue Valley OTC medication form, written email from parent or by phone consent from the parent. Parents may send a child's own supply of OTC to be stored in the nurse's office. The OTC medications must be in the original container accompanied by a signed HES OTC medication form.

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's Absentee Line at 913-239-6205 or email via the Absence Reporting link on the school website and report 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.

Your child will be given time to make up missed work. Please be aware, many classroom experiences cannot be made up through homework. ***Teachers are not required to pull work for students who are going out of town for personal reasons.***

District Policy regarding specific conditions/illnesses:

- **Rashes:** Rashes of unknown cause should be evaluated by a physician and the child should remain home until diagnosis is determined. A rash could be as simple as allergic reaction or an indication of a more serious illness.
- **Respiratory Virus Illness (COVID-19, Flu, RSV):** Exclude until both are true: symptoms are getting better and no fever for 24 hours without aid of medication. Upon return to normal activities, [take additional precautions](#) over next 5 days.
- **Fever:** If any child has a fever of 100 degrees or above the child will stay home. ***The child can return to school after they remain fever free for 24 hours without the use of fever reducing medicine.*** If a child develops a fever at school, a parent will be called to pick him/her up.
- **Pink Eye (Eye Inflammation):** A child will remain home for 24 hours after treatment by physician, drainage has stopped or a physician's note stating the child is non-infectious.

- **Diarrhea (2 or more loose or watery stools):** A child will stay home until free of diarrhea for 24 hours without the aid of medication. If a child has diarrhea at school, a parent will be called to pick him/her up.
- **Vomiting:** A child will stay home for 24 hours after last vomiting occurs. If a child vomits at school, a parent will be called to pick him/her up.
- **Impetigo:** A child will remain home for 24 hours after medical treatment by physician or a physician's note stating child is non-infectious and open wounds will be covered.
- **Lice:** A child will remain home until after treatment with approved anti-parasitic shampoo and checked by school nurse.
- **Chicken Pox:** A child with lesions must be completely scabbed over (usually 5 days) and checked by the school nurse.

Technology Policy

Harmony 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 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 only use the Internet with the teacher's permission. Students will sign off that they understand all guidelines when they attend their first computer science class.

- Internet usage will not be allowed during the teacher's absence (i.e. recess, absent from building).
- Students will use only approved search engines or sites bookmarked by a teacher.

In addition, 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/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 online
- 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.

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 Intervention (ESI)" shall be accessible on the Blue Valley District website.
2. The Board of Education has delegated to the Superintendent or his/her designee the authority to receive parental written complaints regarding the use of ESI.
3. Upon receipt of a complaint, the Superintendent or his/her designee will investigate the complaint and develop a written report which will include findings of fact, conclusions relevant to the requirements of this policy or regulations of the KSDE; and, if necessary, corrective actions to remedy an instance of noncompliance.
4. The written report will be submitted to the parents, the school, the Board of Education, and 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

B.O.E. Amended 18 Mar 2019

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