Message from Dr. Anderson

Dear Wolf Springs Families,

Welcome to Wolf Springs Elementary School! As we embark on this journey together of entering a new school year, the Wolf Springs staff and I extend a warm welcome to you and your family. We thank you for trusting our dedicated team to partner with you for a successful school year.

The Wolf Springs Family Handbook is a resource designed to provide helpful information highlighting Wolf Springs practices, policies, procedures and school information. You may wish to refer to the handbook to answer general questions about our school. This handbook remains a work in progress and may be updated from time to time. Therefore, if you have any suggestions for helpful updates, please let me know.

We believe in educating the whole child and growing children for their future. This mighty endeavor takes all of us to create a learning environment where students can reach their optimal potential in a safe and respectful place. We have policies and procedures in place to provide a learning environment most conducive to the whole child growth and success.

I personally believe communication between home and school is essential in ensuring the best possible education for students. To be successful, communication must be two-way, where families and staff work together collaboratively, and it should occur openly and frequently. I encourage you to communicate with me or the staff by telephone, e-mail or in person. I value your involvement, including your suggestions, concerns and celebrations.

Thank you for embracing the Wolf Springs team in your child’s educational journey. We look forward to working with you this school year to ensure an enriching and rewarding experience for your child.

Sincerely,

Gretchen Anderson, Ph.D.
Principal
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Blue Valley Vision
Together, we will enable each child to become more than he or she ever hoped to be.

Wolf Springs Vision Statement
Together, we will inspire passionate difference makers through innovation and authentic learning in a global community.

School Facts
Established 2017
School Colors Blue and Green
School Mascot Explorers
Approximate Enrollment 450

Important Phone Numbers
School Office 624-2400
Attendance Line 624-2405
School Fax 624-2448
School Nurse 624-2413
Nurse Room Fax 624-2449
Counselor 624-2417
Café 624-2403
Library Media Center 624-2406

School Hours
Morning Early Childhood | 8:40 a.m. to 11:30 a.m.
Afternoon Early Childhood | 12:30 p.m. to 3:20 p.m.
Kindergarten through Grade Five | 8:35 a.m. to 3:40 p.m.
Staff Hours | 8:15 a.m. to 4:00 p.m.
At Wolf Springs, we will utilize Conscious Discipline to promote a positive learning environment that serves the whole child. Conscious Discipline joins social-emotional learning, discipline and self-regulation and focuses upon teaching life skills.

Conscious Discipline is an evidence-based program that promotes a positive school climate, focuses upon social-emotional competencies, resiliency, behavioral changes, problem solving and academic success. To promote consistent terminology and a common focus, we have developed three school-wide expectations: Whole-hearted, Safe and Empathetic.

Wolf Springs School-Wide Expectations

**Whole-Hearted**

**Safe**

**Empathetic**
Bicycles
All bike riders must wear helmets. At this time due to construction and incomplete sidewalks, all bike riders must have a parent/guardian accompany them.

Bike racks are located outside the commons door. Bike riders must stop riding when they reach school property and walk their bikes to the bike racks.

Bike riders are dismissed with walkers. Please remind your children to yield to pedestrians. It is recommended that parents/guardians accompany students of all ages on a "practice ride" to and from school to make sure they understand the rules.

Bus Riders
Bus service is provided free to students who live more than 2.5 miles from the school. All others must pay a fee for bus service before and after school. Bus service is provided by Durham School Services. They may be contacted for additional information at (913) 681-2492.

Car Line Arrival
Car line for students in K-5 begins at 8:20 a.m. to allow staff members to supervise the safe arrival of the children. Please follow the car line procedures listed below to ensure a safe and efficient car line for all.

- Morning drop-off is restricted to the **East drive** of the school. **Absolutely no drop-off for K-5 students is allowed in the West drive.** This is reserved for buses, taxi cabs, daycare vans and Early Childhood students.
- Enter the **East** drive using the second (East) entrance and pull as far forward as possible; do not leave gaps between cars.
- During **drop-off**, we will unload approximately 15 cars at a time – please watch for directions from the staff on duty. Please do not get out of your car. **All students must exit on the curb side.** If you have a unique unloading situation, please pull to the first spot in the unloading zone.
- Parents and Guardians should remain in the car to keep the line flowing smoothly.
Car Line Dismissal

- Car line dismissal for K-5 students begins around 3:40 p.m. The East drive will be used for dismissal. Car line dismissal will begin around 3:40 p.m. or after all walkers are released from the building.
- Students will queue up in the front foyer at the end of the day. Students will be called to the loading area via hand-held radios by a staff member on duty.
- It is mandatory that all drivers place a sign in the window with the last names, first names, and grade levels of all students in the carpool to expedite the dismissal process.
- All drivers must remain in their cars during pick-up. Do not attempt to park in the parking lot and cross the car lane on foot to pick up your child.
- Always use 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.
- Parents and Guardians should remain in the car to keep the line flowing smoothly.

Car Line Arrival and Dismissal for Early Childhood Students
The West drive will be used for arrival and dismissal of Early Childhood students.

Change in Transportation or Dismissal
For the safety of your children, if there is a change in the regular mode of transportation, parents must inform the school through the “Transportation Change” form on the school website.

Severe Weather Dismissal Procedures
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 complete the “Transportation Change” form on the school’s website.
It is also good practice to send an email to the classroom 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 transportation change, we will dismiss your child via his/her regular plan. If your child is a car rider, please send appropriate rain gear (jacket with hood or raincoat); we will dismiss as usual unless the rain/storm is prohibitive.

In case of significant rain, walkers will be held in the building until the rain lessens. Parents of walkers are encouraged to team up and have a designated walker come to the school to pick up groups of students.

In case of lightning in the area (within a 15-mile radius as noted on our lightning detector system), students will be held in the building until an all-clear is issued.
If there is a severe storm (or tornado) warning, all students will be held in the storm shelters (interior hallways) until the warning has been lifted. Parents/guardians who come to pick up students during a warning will be asked to wait with us.

Walkers
We ask parents/guardians to require your child to have at least one walking buddy. If younger students miss their walking buddies at the end of the day, your student is to return to the office and we will call home or your emergency contact to assist. No student may remain on campus at the end of the day to play on the grounds. Each student must go directly home. Our playground is reserved for the YMCA through 5:00. If you wish to use the equipment with your child, please do so after 5 p.m.

YMCA
The YMCA offers a before and after school child care program in our café for parents who need to have their child(ren) at school before 8:25 a.m. and/or after 3:40 p.m. For more information and rates, contact the Johnson County YMCA at 913-345-9622.

Student Health and Information

Accidents/Illness/Medications
If your child is injured or becomes ill at school, you will be contacted to pick him/her up at our nursing station. The phone number for our nurse’s office is 624-2413. It is imperative that you keep all work, home and emergency phone numbers current at the school. Please call the office (624-2400) with any changes or updates. All medication to be taken at school must be left in the nurse’s office and must be in the original prescription container. “Over the counter” medications such as cough drops, throat spray, acetaminophen, cough syrups and topical ointments may be administered with a signed permission form from the parents.

Attendance
School attendance is essential to good classroom performance. However, for the welfare of your child and others, please keep your child at home if signs of illness are evident. Please call the school if your child will be absent or arriving late. Absences are coded “excused” after the school has been notified. We will contact parents of unreported absences within the limitations of phone service. In case of absences of 2 days or more, you may request your child’s make-up work. Please be aware, many classroom experiences cannot be made up through make-up work.

Late Arrival or Absences
If your child is going to be absent or late to school, call the school absence line at 624-2405
before 9:00 a.m. or complete the absence form information on the school’s website located in the Parent Section called “Report an Absence”. If you leave a phone message, include your child’s name, grade level, teacher, reason for absence and a parent’s daytime phone number. Parents/guardians will be contacted regarding students who are absent from school and have not left a message or completed the online form to report an absence.

If your child arrives late, you must come to the office and sign your child in for the day. It is not necessary to escort your child to the classroom.

- Absences are coded excused after the school is notified by the parent and given a reason for the absence. Otherwise, the absence is coded as unexcused. Students are not permitted to call in their own absences.
- Students are considered tardy if not in their classrooms by 8:35 a.m.
- Students are coded absent for the morning if not signed in by a parent before 10:00 a.m. Students are coded absent for the afternoon if signed out by a parent at 2:00 p.m. or before.

**Early Dismissal**

If your child needs to leave school before the end of the school day, you must sign your child out in the office. The office will call the teacher to send the student to the office. Please do not go directly to your child’s classroom to pick him or her up. If possible, please send a note or email your child’s teacher ahead of time so he or she can be prepared to dismiss your child with needed papers and information. You may also complete the “Report an Absence” form on the school’s website.

If someone other than a parent is sent to pick up a child we must have a note or email in advance from the parent or we will not release the child. Be sure to have the person bring in a photo ID. This is for the safety of your child.

If your child returns to school, please accompany your child to the office and sign him or her back in for the day.

**District Illness Policy**

- Rashes: Rashes of unknown cause should be seen by a physician to determine the diagnosis. A rash could be as simple as an allergic reaction or an indication of a more serious illness. Students should remain home until cause is determined. If the rash is due to chicken pox, the student should remain home according to state law for 7 days after appearance of rash.
- Sore Throat: Child should stay home until fever is gone and symptoms are only mild. The appearance of the child should also be taken into consideration. If the child is ill, lethargic, etc., he/she cannot learn. If the child is coughing, this can also disturb and spread illness to other students.
- Fever: If any child has a fever of 100 degrees by mouth, the child should stay home and should remain fever free for 24 hours before coming back to school.
- Pink Eye: Infection of the conjunctiva or “white” part of the eye - students should remain home for 24 hours after treatment by physician.
- Diarrhea: With very loose or frequent stools, children should remain home until free of diarrhea for at least 24 hours.
- Vomiting: Children should stay home for 24 hours after last vomiting occurs. If a child vomits at school, a parent will be called to pick up student.
- Impetigo: The student must receive medical treatment and open wounds should be covered.
- Lice: The student must be lice and nit free prior to re-entry to school.
- Chicken Pox: Must be completely scabbed over, and checked by the nurse.
**Nursing Services**
A full-time R.N. is available to students to administer first aid, medications and provide health education.

If your child requires prescription medication while at school, we must have a physician’s order to give that medication. A new physician’s order is required if any changes are made in medication or dosage and also each new school year. Prescription medication must be sent in the original bottle. Over the counter medications can be given if a parent has a signed consent form (available from the nurse or the office).

Non-prescription medication from home must be in the original packaging, clearly showing the dosage by age, the ingredients and the expiration date. A written consent with specific instructions from a parent/guardian must accompany the medication. Only FDA approved substances will be given and only for the purpose for which they are approved.

If you have any questions, please contact the school nurse at 913-624-2423.

**Nut-Safer Procedures**
Blue Valley School’s Nut Safer Guidelines will be implemented throughout the school year including during school parties and daily snacks. Please refer to the following BV Guidelines for more information. The complete Nut Safer list of foods can be found on the school website at https://district.bluevalleyk12.org/ParentsAndStudents/Forms%20and%20Docs%20%20Health%20Services/Nut-Safer-Guidelines.pdf

The following instructions are in place in order to provide a “Nut-Safer” environment for students with life threatening allergies:

- To reduce the possibility of cross-contamination contact, foods brought into school for special events must be purchased in stores and not be homemade products.
- The key to avoiding a reaction is reading the ingredient label at the time of consumption. All items provided must be individually packaged with a complete imprinted ingredient label. If a product does not have a label, a student with a food allergy should not eat that food.
- It is the responsibility of the parent/guardian to provide a safe snack supply that will be stored in the classroom for the food allergic student.

We ask all parents to choose from this list of brand specific foods when selecting class snacks. By limiting the type of food entering the school, we will be better able to provide a safer environment for our children with nut food allergies, other health conditions, and encourage healthy eating.

If you have any questions, please contact our school nurse, Mrs. Ise, at 913-624-2423.

**Student Insurance**
The Board of Education makes a Student Accident Insurance Policy available to all regularly enrolled students in the District. In this age of soaring medical costs, it may be worth your consideration to purchase a low cost accident policy for your child. Application forms are available upon registration and throughout the year in the office.

If you have any questions, please contact our school nurse, Mrs. Ise, at 913-624-2423.
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.
- Weapons and weapon look-alikes are prohibited on school campuses at all times.
- Do not approach strangers or any vehicles; report suspicious incidents to the office.
- Cross streets at corners or crosswalks only.
- Go directly home after school dismisses.
- A note is required if the student is going home via different transportation means, (i.e. the bus, student is walking home with a friend).

**Weapons/ Weapon-Like Devices**

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

**Sexual Harassment**

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

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

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 action 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.
Inclement Weather Procedures
Weather conditions or other emergency situations occasionally make it necessary for the superintendent to close schools. School closings due to weather are announced on most major radio and TV stations by 6:30 a.m. and will be displayed on the district's website at www.bluevalleyk12.org.

If the weather conditions are dangerous, i.e., severe lightning, blizzard conditions, etc., at the 3:40 dismissal time, all walkers will remain inside the school and will not be allowed to walk home unsupervised until weather conditions improve (bus, daycare riders and YMCA students will be dismissed).

Safety Intervention Information
Schools in the Blue Valley School District comply with the BV Policy 3522 “Emergency Safety Interventions (ESI).
Click the following link to find more information about ESI.
https://district.bluevalleyk12.org/ParentsAndStudents/Pages/ESI.aspx

Emergency Procedures
The structure of Wolf Springs was designed with safety as a primary goal and as such meets ICC 500 storm shelter requirements. As part of our safety preparedness plan, everyone on campus will take proper shelter during tornado warnings. Students will not be permitted to leave campus until the tornado warning has expired.

Other safety procedures including fire drills and shelter in place is part of the Crisis Response Plan. Drills are practiced routinely during the school year as we believe preparedness is essential in responding to an emergency situation.

Café Information and Food Services

Lunch Information
We believe the Wolf Springs Café should be a comfortable, inviting and an enjoyable place for all. It is our goal to create a restaurant-type atmosphere where children and adults socialize and enjoy healthy and nutritious food. For all classes, lunches are 30 minutes in length. Children can bring their lunch from home or purchase lunch at school.

Lunch is available at school with hot or cold entrees options or a peanut butter and jelly sandwich. Fruit and vegetable selections vary daily. White and chocolate milk and 100% fruit juices are available as beverages. Breakfast is also available in the cafeteria at 8:20 a.m.

There is no refrigeration or microwaves available for students who bring lunch from home.

Menus and meal process can be found on the District website:
https://district.bluevalleyk12.org/ParentsAndStudents/Pages/FoodNutrition.aspx.

Lunch Payment Methods
Lunches can be pre-paid with Parent Vue through the Blue Valley website www.bluevalleyk12.org using either your parent online ID number or your student’s ID number. Contact the school office at 624-2400 to obtain either one.
If you have more than one child at school, the children will use one account to pay for their lunches. A
notice is sent (either on paper through your child’s backpack or via e-mail) when the account balance is
low. Non-electronic payments may be sent to school in an envelope listing the student’s first and last
name, and the words “Lunch Money” written on it. Checks should be made payable to Blue Valley Food
and Nutrition Services or BVFNS.

**Lunch Visitors**
Adult visitors may join their child for lunch on any day. We request that parents/guardians **notify the
office in advance of special visitors such as grandparents, aunts/uncles and other special
guests**. Visitors may bring in lunch or purchase a school lunch. Visitors should sign in at the office and
get a visitor’s sticker. If the visitor is not on the emergency contact list, ID will be verified.

Thank you for your support of this change in process for **Lunch Guests**.

**Nut Safer Seating**
Blue Valley School’s Nut Safer Guidelines will be implemented throughout the school year including
during school parties and daily snacks. Please refer to the following BV Guidelines for more information.
The complete Nut Safer list of foods can be found on the school website at
Nut Safer seating options will be available daily.

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**Education Programs and Services**

**Educational Programs**

**Art**
Students will participate in the Wolf Springs Art Program 55 minutes per rotation schedule.

**Band**
This activity is available to all 5th grade students. Students will bring home information about this program
shortly after the beginning of the school year.

**Chinese Immersion**
Wolf Springs offers Chinese Immersion for students entering Kindergarten. The program is a first for the
Blue Valley School District, and the students enrolled will learn from a dual-language approach with a
Chinese Teacher and an English Teacher.

**Counseling**
Wolf Springs has a full-time counselor who provides individual and group counseling, presents
information to classrooms or other large groups, and consults and collaborates with teachers, staff, and
parents. The counselor promotes effective communication between school, home, and the community
about guidance lessons, virtue-related programs, and other special projects and initiatives. The
counselor refers students and families to in-district and/or community resources and agencies if needed.
The elementary counselor coordinates the delivery of the K-5 counseling curriculum which is comprised
of personal, social, academic and career domains. The counseling curriculum focuses on such skills as
acquiring and using self-knowledge, interpersonal skills, decision making, goal setting, personal safety,
and career development.
Early Childhood
Wolf Springs is a site for Early Childhood classrooms (the number varies according to student population) that provides Special Education services to students ages 3-5 with developmental delays or disabilities. In addition, approximately half of the students enrolled in the program are peer models who serve as peers, modeling age-appropriate skills for those with delays. The Early Childhood classrooms have both morning and afternoon sessions and follow the kindergarten calendar with regard to school days (conferences, professional development days, etc.). They have class sessions Monday - Thursday (no Early Childhood classes on Friday). Students may be screened through the district’s Early Childhood department prior to being enrolled in one of the classroom programs. Students enrolled as Peer Models participate in an application and lottery process that takes place the spring prior to the school year. Peer Model students are charged a fee for participating in the Early Childhood program. Parents with questions about any aspect of the program can contact the Early Childhood/Parents as Teachers office at 624-2900.

Library Media Center
Our library media program provides a variety of opportunities to integrate technology and to foster literacy throughout all grade levels. It provides opportunities and resources for problem solving and inquiry. The library works collaboratively with classroom and special area teachers to bring enrichment to the curriculum.

Students have the opportunity to check out books on a weekly basis with their classroom as well as on an individual basis. Check with your student’s classroom teacher for their check out day.

Music
Music instruction as well as preparation of musical performances are the focus of the program. Classes meet twice for 30 minutes during the rotation schedule.

Physical Education
Classes meet twice for 30 minutes during the rotation schedule. Health and a variety of physical activities are taught.

All children need to dress appropriately for PE class. This includes having your child wear pants or shorts (no dresses or skirts please) that are weather appropriate. Please be sure students wear athletic shoes on their PE days. There are many different activities where your child could be injured if they are wearing sandals, boots, or other footwear. All children are responsible for coming prepared to participate in all activities unless they have a doctor’s note excusing them from the activity. There will need to be a doctor’s note for the child to return to activities as well.

Spanish
The Elementary Foreign Language Program at Wolf Springs initiates Spanish language instruction for children Kindergarten through 5th grade. Classes meet two times for 30 minutes of instruction during each rotation.

The Spanish program emphasis is on listening, speaking and reading skills that promote literacy and academic success as well as cultural awareness.

Strings
This activity is available to 4th and 5th grade students. Students in these grade levels will bring home information regarding this program shortly after school begins.
Education Services

**Individual Education Program**
Individualized Education Programs (IEPs) are established for students who require special education assistance. Parents who have concerns about their child’s performance in school should first discuss those concerns with the classroom teacher or school counselor. The classroom teacher or school counselor can initiate school interventions as appropriate which may or may not lead to a special education referral.

**Special Education Council**
Blue Valley School District has a Special Education Council aimed at supporting parents of children who are either experiencing learning difficulties or who are gifted. The council is comprised of a parent representative from each school in the district and Blue Valley staff members.

The Special Education Information Line is 913-239-4272.

**General School Information**

**Back to School Events**
Back to School Night is the grand kick-off to the school year and is generally held one to two days prior to the start of school. At this fun event, students meet their teacher, see friends and are engaged in fun activities around the school.

School Information Night is held in the evening generally during the first two weeks of school. Parents (Parent only – No children), as a group, attend a half hour session to meet their child’s teacher in their classroom to get an overview of the year and what is expected. Generally two sessions are held so parents with more than one child can meet all the teachers. This is also where parents will have the opportunity to sign up for classroom events during the school year: classroom party assistants, party snacks and crafts, chaperone volunteers for field trips, etc.

**Bullying Prevention**
The Wolf Springs learning community believes all students deserve a safe and respectful school in which to learn and grow. The Wolf Springs School Learning Plan is comprised of goals that focus upon the whole child and houses the Wolf Springs Anti-Bullying Plan. This plan has been designed in accordance to state and federal standards and includes a multi-faceted approach such as school-wide education, prevention strategies and practices.

**Cell Phones**
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.

Communication
School-Wide Communication
Each week, families will be sent a school-wide eNews with a calendar of events, special announcements and news from Dr. Anderson.

Classroom Communication
Classroom teachers will communicate on and on-going basis with all families. Unless it is urgent, teachers are not interrupted during instructional times. You may either email the teacher or call the office to have a message taken and the teacher will contact you at the earliest possible time.

Contact Information
During the registration process, all parents and guardians provide their contact information. If your contact information should change throughout the school year (home phone, work phone, cell phones, emergency contacts, etc.), please make updates in the My Account section in Parent Vue or notify the office of these changes as soon as possible.

Dress Code
Students are expected to dress neatly and appropriately in a manner that contributes to a positive, healthy environment. In instances where attire may be disruptive or distract from the goal of education, the principal may recommend modifications. Parents will be contacted in these instances. Specifically, we discourage students from wearing midriff tops, t-shirts with unacceptable logos or slogans; “off the shoulder” shirts, “spaghetti” strap tops, or clothing that is excessively torn or dirty. Generally, hats are for outdoor wear only. Tennis shoes are required for all students participating in physical education classes.

Field Day
Field Day is a fun event held at the end of the school year for all students at Wolf Springs. Different types of designed to encourage physical participation, team work, school spirit and fun. Students will need P.E. clothes and tennis shoes for these active events. Parents are responsible for putting sunscreen on their children if this event will be held outdoors.

Field Trips
Field trips occur periodically throughout the year. Classroom trips are in conjunction with curricular objectives and are designed to be fun and educational.
**Heat/Cold Guidelines**

We consider it important for children to have an opportunity to play outdoors during the day. If a child is to remain inside for health reasons, we must have a note. Because of the role humidity plays in this area, it is difficult to give an exact degree setting at which we keep students in the building rather than outside for recess or Physical Education. The following guidelines help us monitor student participation in outdoor activities: If the temperature/heat index reaches 100 degrees, recess and P.E. will be held inside. Temperatures upwards of 95 will be monitored i.e. recess may be shortened or held indoors.

If the temperature/wind chill is at 10 degrees or below, students will be kept inside. If the temperature/wind chill is between 10-20 degrees, then outdoor activity will be limited; students will not be allowed outside without warm clothing/coats.

**Lost and Found**

A box for lost articles is located in the café. Students or parents may check the box at any time for lost articles. Marking your child’s clothes, lunch boxes, and personal items is the best way to assist in locating your child’s items.

**Media Permission**

Upon a student’s enrollment in the school year, parents shall be asked for consent for their children’s appearances (interviews, video depictions and still photographs) in district-sponsored media, and for interviews and photographs arranged by the district for publication by the public news media. The consent required by this policy shall be obtained through the Student Enrollment Form.

“District-sponsored media” shall include district and school print publications, district television programming and district or school Web sites, but shall not include “student publications” as defined by K.S.A. 72-1506. Pursuant to Kansas law, student editors of student publications are responsible for ensuring that appropriate consent has been given by persons who appear in student publications.

**Nut Safer**

Blue Valley School’s Nut Safer Guidelines will be implemented throughout the school year including during school parties and daily snacks. Please refer to the following BV Guidelines for more information. The complete Nut Safer list of foods can be found on the school website at https://district.bluevalleyk12.org/ParentsAndStudents/Forms%20and%20Docs%20%20Health%20Services/Nut-Safer-Guidelines.pdf.

The following instructions are in place in order to provide a “Nut-Safer” environment for students with life threatening allergies:

- To reduce the possibility of cross-contamination contact, foods brought into school for special events must be purchased in stores and NOT be homemade products.
- The key to avoiding a reaction is reading the ingredient label at the time of consumption. All items provided must be individually packaged with a complete imprinted ingredient label. If a product does not have a label, a student with a food allergy should NOT eat that food.
- It is the responsibility of the parent/guardian to provide a safe snack supply that will be stored in the classroom for the food allergic student.
We ask all parents to choose from this list of brand specific foods when selecting class snacks. By limiting the type of food entering the school, we will be better able to provide a safer environment for our children with nut food allergies, other health conditions, and encourage healthy eating.

**Parent/Teacher Conferences**
Parent/Teacher conferences are held twice per year, once in the fall and once in the winter. Sign-up for conference times will be scheduled with the classroom teacher.

**PTO**
The Wolf Springs Parent Teacher Organization is a volunteer group made up of parents and staff members whose common goal is to enhance the learning environment of the students at the school. Many different functions are sponsored by the PTO and may include school supplies, special school events and purchases made for teachers for our school building that will benefit the entire school community. All parents are encouraged to attend the PTO meetings and know that suggestions are welcome.

**Room Volunteers**
Each classroom has volunteer parent/parents that act as the coordinator of events between the teacher and the parents. The room parent(s) organizes the classroom parties including crafts, games, and snacks; the staff appreciation lunch for the grade, and any other parent-related effort that the teachers require. The room parents are not given any money from the PTO budget and all parent-related items (food, drinks, crafts) are donated by the parents.

**School Directory**
PTO distributes a directory to the families who join PTO.

**School Parties**
There are three parties scheduled and arranged by the teacher and room parents: Fall, Winter and Valentine’s Day. At the fall party the students can dress in costume (changing at school into costume); non-violent themes are strongly encouraged, any weapons or weapon look-a-likes are prohibited. All food brought in for the parties must comply with the Blue Valley District’s Nut-Safer Policy.

**School Supplies**
School supplies may be purchased through the PTO before school starts. School supply lists are also available for each grade level on the Wolf Springs website if you choose to purchase them on your own.

**Sending Money to School**
When sending money to school, please seal it in an envelope and on the front write to whom the money goes to, what it is for, and your child’s name. Example: Mrs. Smith’s Book Order Jane Doe. This way if the envelope is misplaced, it will be easy to determine where it needs to be delivered.

**Spirit Wear**
Spirit wear are items that are available from the PTO for students and their families to purchase to show their pride Wolf Springs Pride. Items vary from year to year with regard to interest. Items can include T-shirts, (short and long sleeve) sweatshirts, hoodies, zip hoods, lounge pants, and shorts, water bottles, pens, etc.
**Student Birthdays—Birthday Treat Policy**
We believe in celebrating the whole child, promoting a safe learning environment for all and healthy lifestyle choices as well as protecting instructional time. Birthdays are very special times for our children and as such, the school will celebrate by providing children with special recognition throughout the day and throughout the school. Parents/Guardians may contribute to the celebration if they so wish by sending in non-edible treats like pencils, erasers, etc. on the day of your child’s birthday. Edible treats will not be allowed.

Birthday invitations must be distributed outside of school as to not hurt other student’s feelings. Student addresses can be found in the school directory.

**Visitor Guidelines**
All employees of the school district are required to wear a badge when on duty in any building. Likewise, all visitors Wolf Springs including school volunteers, are expected to report to the building’s main office, sign-in on the visitor log, and receive a visitor’s sticker, to be worn in plain view at all times. Upon leaving, all visitors must return to the main office and log their departure time.
Emergency Safety Intervention
Parent Information

If an emergency safety intervention was used with a student, we invite and strongly encourage parents to schedule a meeting to discuss the incident and how to prevent future use of emergency safety interventions. A parent can request and schedule this meeting by contacting their building principal who will invite the required participants. This meeting will be scheduled no later than 10-school days from when the parent makes the request unless the parent cannot meet within that time frame.

Blue Valley School District
15020 Metcalf
Overland Park, KS 66283
913-239-4000
https://district.bluevalleyk12.org/ParentsAndStudents/Pages/ESI.aspx

Mark Schmidt, Ed.D.
Assistant Superintendent
Special Education
mrschmidt@bluevalleyk12.org
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Standards of When Emergency Safety Intervention May Be Used

Emergency safety interventions statutes and regulations set forth standards for the use of restraint and seclusion to ensure that all Kansas students and staff have a safe learning environment. The standards found in the emergency safety intervention statutes and regulations are required to be followed in all Kansas public school districts and accredited private schools. These standards are outlined in the Blue Valley Board Policy 3522.
Emergency Safety Interventions (ESI)

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

ESI Restrictions
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 (Appendix A).

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 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 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 (Appendix B)**

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 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 (Appendix C).

**Annual Staff Training**

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

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

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

**Board ESI Policy Notice**
Board Policy 3522 is published on the district’s website, in the district’s Parent District Handbook, on each school’s website, and in each school’s student/parent handbook. Parents will be notified of the online availability of this policy annually during enrollment.

B.O.E. Adopted 12 Aug 2013  
B.O.E. Amended 08 Sep 2014  
B.O.E. Amended 10 Aug 2015  
B.O.E. Amended 18 Aug 2016  
Contact Information

Local School District

Mark Schmidt, Ed.D.
Assistant Superintendent
Special Education
mrschmidt@bluevalleyk12.org

School Administrator

Please contact the principal of the child’s school. A complete list of schools can be found at:
https://district.bluevalleyk12.org/SchoolInfo/Pages/SCHOOLS.aspx

Information about Emergency Safety Interventions and their use in Blue Valley can be found here:
https://district.bluevalleyk12.org/ParentsAndStudents/Pages/ESI.aspx

State

General Emergency Safety Intervention Information:
http://ksdetasn.org/

Emergency Safety Intervention Questions:
Laura Jurgensen or Julie Ehler
Kansas State Department of Education
ljurgensen@ksde.org or jehler@ksde.org
785-296-5522 or 785-296-1944

Parent Training and Information Center:
Families Together
http://familiestogetherinc.org/
888-815-6364

Protection and Advocacy System:
Disability Rights Center of Kansas
http://www.drckansas.org/
877-776-1541 or 785-273-9661
Appendix A – Documentation of a Known Medical Condition

Please use the form on the next page to document known medical conditions that could put the student in mental or physical danger as a result of an ESI.

Provide the medical provider with a copy of the information about Emergency Safety Interventions on page 10.
Documentation Form for a Known Medical Condition

DIRECTIONS: This form is being provided to you for documentation of a known medical condition that could put the student named below in mental or physical danger as a result of using an emergency safety intervention. This form satisfies the requirement in K.S.A. 2016 Supp. 72-89d03(b), but does not include any required releases necessary to share or release information to the school. Please attach copies of any releases to this form. Additional information is provided on the back of this form.

STUDENT’S NAME:

STUDENT’S KIDS ID NUMBER (to be filled in by school staff):

STUDENT’S DIAGNOSIS:

EXPLANATION OF THE DIAGNOSIS and REASONS WHY AN EMERGENCY SAFETY INTERVENTION WOULD PUT THE STUDENT IN MENTAL OR PHYSICAL DANGER (attach additional sheets if necessary):

SUGGESTED ALTERNATIVES TO THE USE OF EMERGENCY SAFETY INTERVENTIONS (attach additional sheets if necessary):

Appendix B – Request for Investigation of an Emergency Safety Intervention

ADMINISTRATIVE GUIDELINES

POLICY 3522
EMERGENCY SAFETY INTERVENTIONS COMPLAINT INVESTIGATION REQUEST

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 30 calendar days of notification of the disputed ESI.
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.
Local Dispute Resolution Flow Chart for Parents

Emergency Safety Intervention Incident Occurs, Parent Notified

- You receive documentation and feel emergency safety intervention was used appropriately.
- You feel emergency safety intervention was used inappropriately or did not follow the district's emergency safety intervention policy, the emergency safety intervention law.

- You are strongly encouraged to schedule a meeting, using the contact information in this document, to discuss the incident and how to prevent future use of emergency safety interventions.
- You may file a written complaint to your local board of education within 30 days of the emergency safety intervention incident.

- Upon receiving a complaint, the local board will designate an individual to oversee an investigation, maintaining confidentiality.
- The local board must mail the written findings of fact and proposed resolution within 30 days of receiving the complaint.

- Upon receiving the report, you may determine the findings are sufficient and consider the dispute resolved.
- Upon receiving the report, you may determine the findings are insufficient and the dispute was not resolved.

- If findings are not agreeable, you may proceed to the state administrative review process.
Request for Investigation of Emergency Safety Intervention (ESI)

Parent/Guardian _______________________________________________________
Address ________________________________________________________________________
City, State, Zip _______________________________________________________________________
Home Phone __________________________ Work Phone __________________________
E-Mail Address _______________________________________________________________________
Student Name __________________________________________ Birth Date __________
School Student is Attending _____________________________ Grade __________

Please respond to the following questions. (Attach additional pages if needed)

Date the Emergency Safety Intervention (ESI) occurred: ________________

What is your concern about the Emergency Safety Intervention (ESI)?
________________________________________________________________________
________________________________________________________________________

In your opinion, how should this concern be resolved?
________________________________________________________________________
________________________________________________________________________

Parent/Guardian Signature __________________________ Date __________

*Note: Blue Valley School Board Policy 3522 provides that within 30 days upon receipt of a written, signed complaint from a parent that school personnel have not complied with Board Policy regarding ESI use with a student, the Superintendent or his/her designee(s), acting on behalf of the Board, will complete an investigation of the parent’s concern and develop a written report of findings. You may be contacted by the person(s) conducting the investigation to request clarification about your concern. If the findings include an instance of noncompliance with Board Policy 3522, a corrective action will be required. A copy of the report will be sent to you, the school and the Kansas State Department of Education.

Please mail the completed document to the following address:

Superintendent of Schools
Blue Valley School District
15020 Metcalf Avenue
Overland Park, Kansas 66283-0901

If you have questions regarding the completion of this form or the investigation process, contact the Superintendent’s Office at 913-239-4020.
Appendix C – State Administrative Review

Any parent who filed a written complaint with their local board of education regarding the use of emergency safety intervention and is either not satisfied with the local board’s final decision or did not receive a final decision within 30 days, may request an administrative review by the Kansas State Board of Education. Parents may use the Administrative Review Request Form (PDF) available on the Emergency Safety Interventions page of the KSDE website to request administrative review. It is also located on pages 17-20 of this guide. If there are questions on this process, please contact the Office of General Counsel at ogc@ksde.org or 785-296-3204.

State Board Administrative Review Process

Refer to K.A.R. 91-42-5 for complete information. The following provides a summary of the regulations regarding an administrative review initiated with the Kansas State Board of Education (KSBE).

- If a parent believes an emergency safety intervention was used in violation of K.S.A. 2016 Supp. 72-89d01 through -89d09 or K.A.R. 91-42-1 through -7 and the parent filed a written complaint with their local board of education, then this parent may request an administrative review of the local board’s decision from KSDE.
  - The request for administrative review must include the following information:
    - Name of the student and contact information;
    - Names and contact information for all involved parties (teachers, aides, administrators, and district staff), to the extent known;
    - A detailed statement of the reason for requesting an administrative review;
    - Any supporting facts and documentation; and
    - A copy of the complaint filed with the local board, the local board’s final decision (if issued).
    - The written request for administrative review must be typed or legibly written and signed by the parent.
    - Relevant documents must be attached or, if unavailable, the documents must be referenced in the request for administrative review.
    - Written consent to disclose any personally identifiable information from the student’s education records necessary to conduct an investigation

- The request for administrative review must be filed with the Commissioner of Education within 30 days of the local board issuing its final decision OR within 60 days from the date the parent filed a complaint with the local board, if the local board did not issue a final decision. You may mail this request to the Kansas State Department of Education, Landon State Office Building, 900 SW Jackson Street, Office of General Counsel, Room 102, Topeka, Kansas 66612.

- A Hearing Officer will be designated by KSBE. The Hearing Officer must send a copy of the request for administrative review to the local board.

- The Hearing Officer will consider the local board’s final decision and may initiate an investigation that could include:
  - A discussion with the parent, during which additional information may be gathered;
  - Contact with the local board or other district staff to allow the local board to respond to the request with information supporting its final decision; and
  - An on-site investigation by Kansas State Department of Education staff.
• If new information is discovered that was not made available to both the parent and the local board during the dispute resolution process, the Hearing Officer may send the issue back to the local board.
  o If sent back to the local board, the Hearing Officer’s case will be closed and the local board has 30 days to issue a written amended final decision.
  o If the parent feels the local board’s amended final decision does not adequately address the issue, the parent may file a new request for administrative review with the commissioner by following the above process for requesting administrative review. This must be done within 30 days of the local board issuing its amended final decision. If the local board does not issue an amended final decision within 30 days, then the parent has 30 days from the date the Hearing Officer sent the issue back to the local board to file a request for administrative review with the commissioner.

• Within 60 days of receiving the request for administrative review, the Hearing Officer will, in writing, inform the parents, school administrator, district superintendent, local board clerk, and the state board of the results of the review. This time frame may be extended for good cause upon approval of the commissioner.

• The results of the administrative review will contain findings of fact, conclusions of law, and any suggested corrective actions. The Hearing Officer’s determination will include one of the following:
  o The local board appropriately resolved the complaint.
  o The local board should re-evaluate the complaint with suggested findings of fact.
  o The Hearing Officer’s suggested corrective active is necessary to ensure that local board policies meet legal requirements.

State Administrative Review Guide for Parents
(see next page)
Written request must include:
- Name and contact information of student that emergency safety intervention was used with
- Name and contact information for all people involved
- Statement describing the basis for the review with all supporting facts and documentation
- The local board’s final decision, if one was issued
- Type or legibly write the complaint and sign it
- Written consent to disclose any personally identifiable information

You filed a complaint with the local board and you are not satisfied with the final decision about the use of an emergency safety intervention (ESI).

File a request for administrative review with the Kansas State Board of Education. You must do this within 30 days of the local board’s final decision or, if the local board failed to issue a final decision, within 60 days of the date you filed a complaint with the local board.

The Kansas State Board of Education will designate a Hearing Officer to conduct a review of the local board’s final decision.

Investigation results will be provided to the parents, school administrator, district superintendent, local board, and state board within 60 days of the commissioner’s receipt of the request for administrative review.

A request for an administrative review may include, but is not limited to, the following allegations:
- An emergency safety intervention was used with your child when your child did not present a reasonable and immediate danger of physical harm to themselves or others with the present ability to effect such physical harm.
- The district used a form of banned restraint including prone, supine, physical restraint that obstructs the airway of your child, physical restraint that impacts your child’s primary mode of communication, chemical or mechanical restraint that does not meet an exception.
- Less restrictive alternatives to emergency safety intervention were not deemed inappropriate or ineffective before emergency safety intervention was used.
- The use of emergency safety intervention with your child did not stop as soon as the immediate danger of physical harm stopped.
- Emergency safety intervention was used with your child for discipline, punishment, or convenience.
- Emergency safety intervention was used with your child and you have provided school staff with documentation from your child’s licensed health care provider that seclusion could put your child in mental or physical danger.
- Seclusion was used with your child and school staff could not see and hear your child at all times.
- Your child was put in a seclusion room with a locking door that does not automatically disengage when school staff walk away or in an emergency.
- Your child was put in a seclusion room that was unsafe, not well-ventilated, or not sufficiently lighted.
Emergency Safety Intervention Administrative Review Request Form

Any parent who filed a written complaint with a local board of education (local board) regarding the use of emergency safety intervention may request administrative review by the Kansas State Board of Education (State Board).

• The written complaint to the local board must have alleged that emergency safety intervention was used in violation of emergency safety intervention law, K.S.A 2016 Supp. 72-89d01-09 and K.A.R. 91-42-1-7.
• The written complaint to the local board must have been filed within 30 days from the parent being informed of the use of emergency safety intervention.
• The request for administrative review must be legibly written or typed, signed, and sent to the Kansas State Department of Education (KSDE) within 30 days from the date a final decision is issued pursuant to the local dispute resolution process or, if a final decision is not issued, within 60 days from the date a written complaint was filed with the local board.
• The hearing officer will forward a copy of this request for administrative review to the clerk of the local board from whom the administrative review is sought.

Your request for administrative review must include the following information:

1. **The name and relevant contact information of the parent filing the request for administrative review.**

   Name ____________________________________________________________

   Address ____________________________________________________________

   City/State/Zip ______________________________________________________

   Telephone __________________________________________________________

   Email Address _______________________________________________________

   (not required)

2. **The name of the school the child is attending. Additional information regarding the USD number, address, and telephone number of the school where the child is attending is optional, but would be helpful in identifying responsible parties.**

   Name of School ____________________________________________ USD No. __________________________

   (not required)

   School Address _______________________________________________________

   (not required)

   City/State/Zip _______________________________________________________

   (not required)

3. **The name and relevant contact information of the involved child.**

   Name of Child ____________________________________________

   Contact Information ____________________________________________
4. The name and contact information, to the extent known, for all involved parties. This should include, if applicable, teachers, aides, administrators, and district staff. (Attach additional pages if needed.)

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<th>Name of Involved Party</th>
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5. State your basis for seeking administrative review. You must include all supporting facts that provide the basis for seeking administrative review. Such facts must include when emergency safety intervention was used in violation of emergency safety intervention law and who, or what circumstances, were involved in this alleged violation. (Attach additional pages if needed.)

What is your basis for seeking administrative review?

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

What are the supporting facts?

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
6. Attach all relevant documentation. This must include a copy of the written complaint filed with the local board and must include the local board’s final decision, if issued. Relevant written instruments or documents in your possession much be attached as exhibits or, if unavailable, referenced in #5 of this request.

By signing this request, I consent to disclose any personally identifiable information from the referenced student’s education’s records necessary to conduct an investigation pursuant to K.A.R. § 91-42-5.

____________________________________  _____________
Signature                                      Date

NOTE: If the hearing officer receives information that the hearing officer determines was not previously made available to both parties during the local board dispute resolution process, the hearing officer may remand the issue back to the local board. The local board then has 30 days to issue a written amended final decision. Upon remand, the hearing officer’s case will be closed. All rights to and responsibilities of an administrative review shall begin again when the local board’s amended final decision is issued or upon 30 days from when the hearing officer’s remand is issued, whichever occurs first.

Upon receipt of a legibly written or typed, signed request for administrative review, the hearing officer will consider the local board’s final decision, if one was issued, and may initiate its own investigation and provide a written report of findings of fact and conclusions of law to the parent who requested administrative review, the school’s head administrator, the district superintendent, the local board clerk, and the State Board. The hearing officer will provide the results of the review within 60 days of the Commissioner of Education’s receipt of the request, unless a longer time is approved by the Commissioner for good cause. If a violation is confirmed, the report will contain suggested corrective actions and timelines to be followed by the district. The hearing officer’s report is final.

The signed request for administrative review must be signed and mailed or personally delivered to:

Emergency Safety Intervention Administrative Review Request
Kansas State Department of Education
Office of General Counsel
900 SW Jackson Street, Room 102
Topeka, Kansas 66612
Appendix D: Parents’ Rights Flyer

What are Emergency Safety Interventions?

Emergency Safety Interventions (ESI) are seclusion and restraint that are used when the student presents a reasonable and immediate danger of physical harm to self or others.

What is Seclusion?

Seclusion means placement of a student in a location where all the following conditions are met:

1. the student is placed in an enclosed area by school personnel;
2. the student is purposefully isolated from other adults and peers; and,
3. the student is prevented from leaving, or the student reasonably believes that such student will be prevented from leaving, the enclosed area.

Time-out is not the same as seclusion. Time-out is when a student is temporarily removed from the learning activity, but is not confined.

What is Restraint?

Restraint can take form in different ways. The definition of physical restraint is bodily force used to substantially limit a student’s movement. The use of prone physical restraint (face-down) and supine physical restraint (face-up) are prohibited. Physical restraint may not obstruct the airway of the student or impact the student’s primary mode of communication.

Mechanical restraint is defined as any device or object used to limit a person’s movement. The use of mechanical restraint is prohibited in Kansas except those protective or stabilizing devices ordered by a person appropriately licensed to issue the order for the device. Mechanical restraint used by a law enforcement officer in carrying out law enforcement duties is allowed. Seatbelts and/or other safety equipment when used to secure students during transportation are also allowed.

Chemical restraint is prohibited in Kansas. A student may take prescribed treatments for a medical or psychiatric condition when they are prescribed by a person who is properly licensed to prescribe medication.

Consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction is not physical restraint.

When May Emergency Safety Intervention be Used?

- May only be used when a student presents a reasonable and immediate danger of physical harm to self or others with the present ability to cause physical harm.
- Less restrictive alternatives, such as positive behavior interventions support, must be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESIs.
- The use of ESI must stop as soon as the immediate danger of physical harm ends.
- ESI cannot be used for purposes of discipline, punishment, or for the convenience of a school employee.

Students with a known medical condition.

- An emergency safety intervention may not be used with a student if the student is known to have a medical condition that could put the student in mental or physical danger as a result of the emergency safety intervention.
- The existence of such medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which shall be provided to the school and placed in the student’s file.
- The written statement must include an explanation of the student’s diagnosis, a list of any reasons why an emergency safety intervention would put the student in mental or physical danger and any suggested alternatives to the use of emergency safety interventions.
- An emergency safety intervention may still be used if not subjecting the student to an emergency safety intervention would result in significant physical harm to the student or others.

Parents should be proactive and provide the district with written documentation from their child’s licensed health care provider outlining any medical condition that could put the student in mental or physical danger as a result of the ESI. You may use this form if you wish, [http://ksd.eta.usdoe.gov/resource/843](http://ksd.eta.usdoe.gov/resource/843).
When Must a Parent be Notified an ESI has been Used?

- The school must notify the parent the same day the ESI was used. If the school is unable to contact the parent, the school shall attempt to contact the parent using at least two methods of contact.
- Written documentation of the ESI used must be completed and provided to the parent no later than the school day following the day on which the emergency safety intervention was used. Written documentation must include:
  - The events leading up to the incident;
  - student behaviors necessitating the ESI
  - steps taken to transition the student back into the educational setting
  - the date and time the incident occurred, the type of ESI used, the duration of the ESI and the school personnel who used or supervised the ESI
  - space or an additional form for parents to provide feedback or comments to the school regarding the incident
  - a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future use of ESIs
  - School email and phone contact for the parent to schedule the ESI meeting.
- The parent must be provided with the following information in writing or, upon the parent’s written request, by email, after the first ESI incident in a school year and provided with this information after subsequent ESI incidents through a web address:
  - A copy of the standards of when ESI can be used;
  - A flyer on the parent’s rights under ESI law;
  - Information on the parent’s right to file a complaint through the local dispute resolution process and the complaint process of the Kansas State Board of Education; and
  - Information that will assist the parent in navigating the complaint process, including contact information for Families Together, Inc. and the Disability Rights Center of Kansas.

Are There Requirements for Meetings Following an Emergency Safety Intervention?
The written documentation of an emergency safety intervention incident must contain:

- a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future use of emergency safety interventions; and
- email and phone information for the parent to contact the school to schedule the emergency safety intervention meeting.

After an emergency safety intervention incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. The focus of any meeting convened shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

If a parent requests a meeting the meeting must be called within 10 school days. The time for calling this meeting shall be extended beyond the 10 school day limit if the parent is unable to attend within that time period.

What are the Emergency Safety Intervention Meeting Requirements for Students Parentally Placed in Private Schools?

For students who have an individualized education program (IEP) and are placed in a private school by a parent, a meeting called by the parent must include the parent and the private school, who shall consider whether the parent should request an IEP team meeting. If the parent requests an IEP team meeting, the private school must help facilitate such meeting.

Are Students Required to Attend the Meeting?
The parent shall determine whether the student shall be invited to any meeting.
A Focus on Prevention

Why focus on Positive Interventions?
Positive interventions help build positive relationships and encourage new behaviors. Positive interventions also reinforce new skills and increase self-satisfaction and optimism among students, parents and teachers. All students need to be recognized and rewarded when they are meeting the expectations that have been established. Current research suggests positive recognition (rewards, reinforcements, praise) must occur more frequently than negative recognition. A well-developed behavior intervention plan should include many positive interventions in order to effectively change behavior. The first consideration should be the appropriateness of the interventions. The team should select interventions that are based upon the student’s developmental level, motor ability, communication mode and other factors relevant to the student and the disability. Environmental and context related factors should also be considered. These might include things such as classroom seating, noise levels, peer issues, instruction that is too hard or too easy, transitions, and changes in the setting.

Functional Behavioral Assessments
All behaviors are functional and are maintained in environments that support them. If your child’s behavior impedes the learning of self or others, you can request a functional behavioral assessment (FBA). An FBA can help teams determine the when, where, how and why problematic behavior occurs. A comprehensive FBA includes interviews, record reviews, observation and data collection, graphing data collected, testing hypotheses, curriculum analysis, implementation of interventions and evaluation of effectiveness of the plan. FBAs should identify antecedents (what happens just before the behavior occurs), a clearly defined picture of the behavior that is occurring, and the reinforcers (what happens just after the behavior occurs). Teams need to determine what the function of the behavior is so that they may provide successful interventions or teach replacement behaviors that meet the same function for the student.

An FBA can be conducted at any time for a student who does not respond to school-wide behavioral interventions. Following the assessment, a behavior intervention plan may be developed. As a parent, you have the right to request an FBA.
A Focus on Prevention

Behavior Intervention Plans

Behavior Intervention Plans (BIP) should focus on proactive strategies to support students, including positive behavior interventions and supports. BIPs should be positive and instructive and based upon a functional behavioral assessment. A BIP should address:

- The function of the behavior
- Effective teaching of the expected behavior
- Rewards and consequences that are meaningful to the student
- Opportunities to self-manage behaviors
- Teach appropriate replacement behaviors

Replacement Behaviors

A replacement behavior is when a student replaces an inappropriate behavior with an appropriate one that continues to serve the student. When selecting replacement behaviors, the team should address the following questions:

- Does the replacement behavior work as well as the challenging behavior in meeting the student’s needs?
- Will it be an acceptable alternative to the challenging behavior?
- Will the replacement behavior be something the student will choose to do and that his or her family and teachers support?
- Will the replacement behavior help build a positive reputation for the student?

Students should be recognized and rewarded for choosing to utilize replacement behaviors to be most effective.

The Kansas State Department of Education

- does not promote the use of emergency safety intervention with any student;
- recommends a focus on prevention;
- stresses that emergency safety intervention is not part of a tiered intervention system or student behavior plan – it is only to be used in an emergency and that
- emergency safety interventions are reactive strategies and do not decrease the likelihood of a behavior from occurring.

Tip!

If your child has a history of seclusion and restraint or challenging behavior, he or she could be eligible for additional supports and interventions. Parents are welcome to contact Families Together, Inc. to discuss possible options.
Where can I find out more information about Emergency Safety Interventions (Seclusion and Restraint)?

Families Together, Inc.
www.familiestogetherinc.org

Topeka Parent Center
1-800-264-6343
topeka@familiestogetherinc.org

Wichita Parent Center
1-888-815-6364
wichita@familiestogetherinc.org

Garden City Parent Center
1-888-820-6364
gardencity@familiestogetherinc.org

Kansas Parent Information Resource Center (KPIRC)
1-866-711-6711
www.kpirc.org

Kansas State Department of Education (KSDE)
1-800-203-9462 www.ksde.org
www.ksdetasn.org