

Mission Trail Elementary School Parent/Student Handbook 2025-2026



(913) 239-6700

**Absences, Late arrivals, Early dismissals and Transportation
Changes please email - attendancemte@bluevalleyk12.org**



**13200 Mission Rd
Leawood, KS 66209
www.bluevalleyk12.org/mte**

Dear Parents and Students,

Welcome to Mission Trail Elementary. We are glad you are a part of the Mission Trail Family.

Within this handbook, you will find information about procedures, attitudes and behaviors necessary to promote an exemplary school experience.

Mission Trail is committed to continuous improvement and to provide an "Education beyond Expectations." Our purpose at MTE is fostering personal growth and academic success of every child. We look forward to a wonderful year of learning.

Debbie Bond, Principal

"It's a great day to be a bulldog."

Student Expectations/Discipline Plan

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

Our purpose is Learning!

Be Safe.

Be Kind.

Be Responsible.

MTE EXPECTATIONS MATRIX

	CLASSROOM/POD	HALLWAY	CAFETERIA	BATHROOM/ DRINKING FOUNTAIN	RECESS	ARRIVAL/DEPARTURE	BUS	TECHNOLOGY
BE SAFE	- Use self control - Report unsafe behaviors - Use materials appropriately	- Keep hands and feet to self - Use safe, quiet, walking feet	- Raise your hand for help - Keep hands, feet and food to yourself - Use safe and quiet walking feet	- Report unsafe behaviors - Stay in your own stall and respect others privacy - Wash hands with soap	- Follow playground expectations - Use self control - Report unsafe behavior	- Use the crosswalk - Stay off playgrounds, they are closed - Walk with bike/scooter - Make sure car is stopped before approaching	- Remain in your seat and face forward - Wait for the bus to stop before walking toward it - Keep hands and feet to yourself - Use quiet voice	- Use only approved sites - Keep login information private - Access to cameras is limited only to adults
BE KIND	- Be willing to work with anyone - Include others - Listen with your whole body	Keep your place in line	- Include everyone at your table - Use manners - Keep your place in line	- Wait your turn - Keep hands and feet to yourself	- Include everyone - Use good sportsmanship	- Greet others - Walk around the library on the tile	Use kind words on the bus	Use appropriate language
BE RESPONSIBLE	- Follow directions - Use appropriate voices - Follow classroom procedures	- Walk in a single file line - Use an expected voice	- Clean up after yourself - Follow directions - Use an expected voice	- Clean up after yourself - Go directly back to your class when done - Use an expected voice	- Bring in the equipment cart - Line up when the whistle blows	- Walk out your assigned door promptly - Use self control	- Listen to and follow the bus driver's rules - Clean up your seat before leaving - Get off at your stop - Report unsafe behavior	- Return and charge technology - Use technology only when assigned - Only access sites through ClassLink

HALLWAY EXPECTATIONS

BE SAFE

- Keep hands and feet to self



- Use safe, quiet, walking feet



BE KIND

- Keep your place in line



BE RESPONSIBLE

- Walk in a single file line



- Use an expected voice



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General Information

Attendance

Regular attendance, and being on time, is very important for optimal learning. In the state of Kansas, daily attendance is required for all school age children. If your child is going to be absent, we must have a communication, from the parent or guardian, as to the reason for the absence. We must code absences for our state reports.

All children arriving at school after 8:40 will be marked as tardy and it will be reflected on the grade card. If your child is tardy, they are missing important time in their classroom. The arrival time is the time that children and teachers get to prepare and get ready for the day. It is often a relaxed time where students fulfill classroom jobs, check in with friends and adults, and get organized. Your child will be best prepared for the learning day if they arrive at 8:25.

All teachers will take attendance daily by 9:00. If you have not contacted us prior and your child is absent, the district system will notify you that your child is not at school. You can report an absence by emailing attendancemte@bluevalleyk12.org or in Parent Vue.

Building Entry

All exterior doors at Mission Trail Elementary will be locked during the school day and all visitors, including families, will need to use the buzz-in entry system. All visitors, whether we identify them or not, 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.” Parents should have a scheduled visit to the school. 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 and will be monitored by assigned staff. Staff are asked to assist with building security by making sure all doors to the outside stay closed and locked throughout the day.

Classroom Visitations

Parents and interested persons are encouraged to visit our school. We ask that you follow a few general guidelines to avoid disrupting valuable instructional time. All visitors must have a pre-arranged volunteer time with a teacher or the office. Check in with the office first to obtain a Visitor’s Badge. Children not enrolled at MTE may visit the school only if accompanied by an adult with the prior permission of the Principal.

Classroom observations may be requested in extenuating circumstances. In order to make classroom observations during instructional time, requests must be made in writing at least 48 hours prior to visiting the classroom. The Principal reserves the right to determine if an observation may occur and may accompany the observer to the classroom. An observation will be limited to less than one hour. No observations will occur during achievement testing and no recording equipment or cameras will be allowed during an observation.

School Dress and Grooming

Students are expected to dress neatly and appropriately in a manner that contributes to a positive, healthy environment. In instances where attire may be disruptive or distract from the goal of education, the principal may recommend modifications. Parents will be contacted in these instances. Generally, hats are for outdoor wear only or for designated spirit days. Tennis shoes are required for all students participating in physical education classes.

School Parties

Classroom parties are a function of the PTO. No class parties are permitted except those provided by the PTO and those approved by the teacher and Principal. We have three holiday parties during the school year. They are the Fall Harvest

(October), Winter Party (December) and the Valentine's Party (February). Parties are for classroom students only. Siblings and friends may not attend parties.

Please know all treats brought for parties must be from the Nut Safer List. You can find a copy of this list on the www.bluevalleyk12.org website or at www.bluevalleyk12.org/mte

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. The following guidelines help us monitor student participation in outdoor activities:

If the temperature/heat index reaches 100 degrees, recess and P.E. will be held inside. Temperatures upwards of 95 will be monitored i.e. recess may be shortened. If the temperature/wind chill is below 10, students will be kept inside. If the actual temperature is in the teens or below, recess may be shortened.

Cafeteria Information

Mission Trail Elementary participates in the National School Lunch and Breakfast Programs. The District's goal is to serve nutritionally adequate and moderately priced meals. All lunch purchases and records are handled by our Food Service bookkeeper on duty from 10:00 a.m. – 2:00 p.m. Parents may add money to student lunch accounts through their ParentVUE On-Line account via the Titan link. Please be sure provisions are made for students to pay for lunches as we are not authorized to charge lunches. The menu is available online:

<https://bluevalleyk12.nutrislice.com/menu/mission-trail-elementary>

Parents are welcome to join their students for lunch, no more than once per quarter, at MTE. Lunch visits begin after Labor Day. Please contact the MTE Office if a special occasion warrants a lunch visit outside of these dates. Please sign in, get a visitor badge, and then visitors wait on the benches near the stairs to the cafeteria for the class to arrive. There are designated "guest" tables in the cafeteria. The guest tables are for the adult and child only, friends do not come to the guest table. We have a peanut free table in the cafeteria. Students with peanut allergies may

choose to sit at their assigned table or the peanut free table and invite a friend without peanut products to join them. Please adhere to the cafeteria rules when visiting. Parents should not go to recess with the children, thank you for your understanding.

Arrival/Dismissal

Students should not arrive earlier than 8:25 in the morning unless they are participating in a teacher-sponsored activity. Please do not drop off your child prior to 8:25 AM as there is no supervision until that time. YMCA provides before- and after-school care for parents needing extended day care. The YMCA phone number is 913 345-9622.

The MTE Office closes at 4:00 PM each school day.

Student safety is the number one priority at Mission Trail. Please make yourself familiar with the arrival/dismissal procedures of our school. They are in place to provide the safest circumstances for our students. Please note that all traffic rules/signs are enforced by the Leawood Police department. Please do not park in the circle drive fire lane.

Kindergarten – Fifth Grade Arrival and Dismissal

8:25 – School doors open and children report to their classrooms

3:35 – Dismissal Begins

Pets: Please refrain from bringing your pets on school property at arrival/dismissal. Please keep pets beyond the bike racks. Some students are very allergic and others are afraid of animals. Even the friendliest pets can get anxious around a large number of students.

Circle Drive

The circle drive is reserved for bus traffic, special permits, and handicap passes from 8:00–9:15 a.m. and from 3:15–4:00 p.m. daily. **Please do not use the circle drive for K–5 drop off or pickup.**

Car Riders

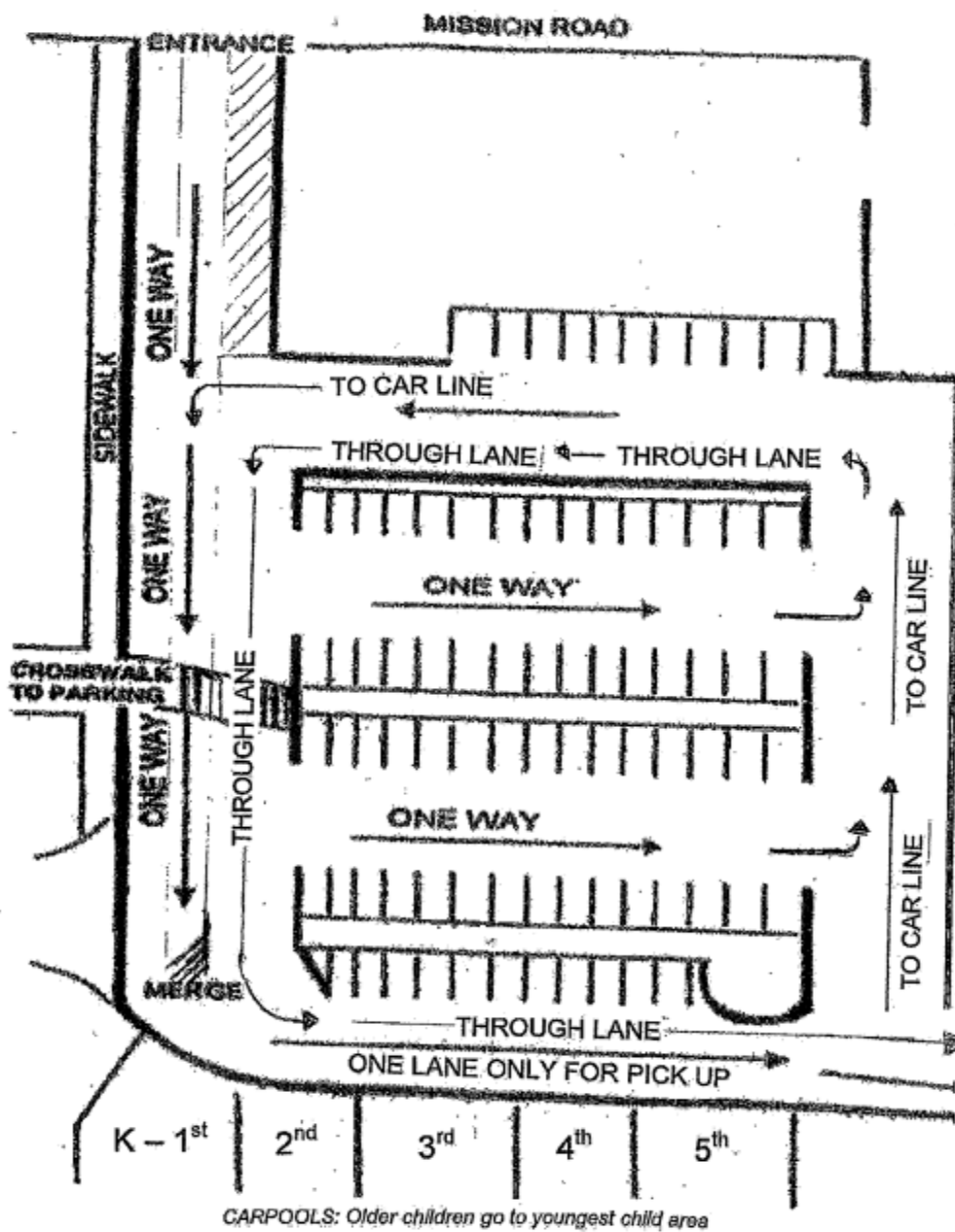
We have a significant number of car riders at MTE. Car riders enter and exit the building through the back southwest (playground) door which is supervised by staff.

Arrival:

- Please have students READY to exit the car.
- Morning drop-off is restricted to the **South parking lot only. Absolutely no drop-off is allowed in the Circle drive after 8:00 a.m.**
- Enter the South parking lot using the Mission Road or 133rd Street entrances. (see map) Please note that the two-lane waiting area merges into one lane for pickup. Pull as far forward as possible; do not leave gaps between cars. All cars exit through the 133rd Street exit.
- 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**
- Staff are on hand to supervise the car line. Please follow their directions.
- Students should open their own car door to exit the car.
- The carline is a **cell free zone**. Please do NOT use your cell while driving in the carline.

Dismissal:

- During pickup students will wait in designated areas (see map). Please pull all the way to the front of the line and staff will call students to your car. The carline is a cell free zone.
- All families will receive a neon yellow card to place in your windshield identifying the last name of the family. Thank you for displaying this name card. We hope it will facilitate a safer and faster car line. Each family should receive two cards at Sneak a Peek in their oldest/only child's classroom.
- 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. No one is permitted to walk through cars at dismissal. Please use the crosswalks.



Walkers

- Mission Trail dismisses students who walk from either the front door or the small playground door. Students crossing Mission Road should use the crosswalk across Mission Road. A city crossing guard is assigned to the crosswalk on Mission Road for arrival and dismissal. In the event of an inclement weather dismissal, walkers are held in the classroom until they are signed out by a parent.
- Parents who park and meet their children outside of school must wait in the pickup area on the sidewalk to the south of the front door. **Please do not wait at the front entry**; this causes congestion and an unsafe exit area for all students. (Remember even though you are driving, your student is classified as a walker, not a car rider.) Please park only in designated parking spaces, not in the car line.
- Please keep dogs away from school grounds during arrival and dismissal.

Bicycle Riders/eBikes/eScooters

- **All** riders must wear helmets.
- Bike riders in kindergarten and 1st grade must have a parent accompany them; riders in 2nd through 5th grade may ride alone.
- Bike racks are located immediately across from the main entrance door and also near the small playground. Bike riders must **stop** riding when they reach school property and walk their bikes/ebikes/escooters to the bike racks.
- Bike riders are dismissed with walkers.

Bus Riders

- Bus riders will enter and exit through the main entrance after school.
- If a student misses the bus, parents must make transportation arrangements for him/her.
- Durham Bus and the Blue Valley School District do not allow guests or ride-along students on the bus.
- Blue Valley Schools do not provide free bus transportation. If you wish your child to ride the bus, please call Durham Bus Company at 913-681-2492 to register and arrange payment.
- Students are expected to follow bus rules. Any violation of rules may result in disciplinary measures, including loss of bus service.

Any change in dismissal plans must be communicated by email to both the teacher and the attendance email prior to 2:30 PM. We will deliver a pink change

of transportation notice to your student at this time. Any change made after this time is not guaranteed to be delivered to your student and may result in miscommunication as well confusion at the end of the day. If we do not have an email, students will be dismissed according to their regular dismissal routine as you indicated when you completed Online Registration for the 2025–2026 school year. No verbal changes from a student will be accepted. Please email attendancemte@bluevalleyk12.org and your student's teacher.

INCLEMENT WEATHER PROCEDURES

If inclement weather conditions affect the class schedule for Blue Valley Students with a delayed start or school closings, announcements will be made on the Blue Valley email system and all major television and radio stations. School closing announcements and delayed starts are usually made by 6:00 a.m.

Arrival Procedures – Inclement Weather

- **Due to extreme lightning(or other severe weather), the front circle drive will be used for car line.**
- PLEASE DO NOT LINE UP BEFORE 8:15 because all buses, cars, vans will be in the circle drive. If we line up too early, it will cause problems on Mission Road.
- **Please have your child ready to exit the car quickly. No umbrellas please.**
- After drop off, **right turn only** out of the circle drive.

Dismissal Procedures – Inclement Weather

- **Due to extreme lightning(or other severe weather), the front circle drive will be used for carline.**
- That means all busses, cars, vans will be in the front circle drive.
- The front circle drive will not be open to cars until the dismissal text is sent.
- **Cars arriving before the text is sent will be asked to please move off the circle. We have special needs students who use the circle drive prior to regular dismissal.**
- If walker parents are standing outside, we will send the walker parents into the gym and their students will be dismissed to them in the gym.
- **To ensure all children's safety,** after pick up, you may only **turn right** out of the circle drive.

Before/After School Care

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

Schedules

Daily School Schedule

8:00 A.M.	School Office Opens
8:25	Appropriate Student Arrival Time
8:25	Students Go to Classrooms
8:40	Classes Start - Any student arriving after 8:40 will be marked tardy.
10:45-11:15	Second Grade Lunch/Noon Break
10:55-11:25	First Grade Lunch/ Noon Break
11:20-11:50	Fifth Grade Lunch/ Noon Break
11:30-12:00	Fourth Grade Lunch/ Noon Break
12:05-12:35	Third Grade Lunch/Noon Break
12:10-12:40	Kindergarten Lunch
3:35	Dismissal begins

Special Programs

Our school offers a variety of special services to meet the needs of individual learners. All kindergarten through fifth grade students attend at least one "specials" class per day.

Specials Classes:

- Art
- Spanish
- Music
- Physical Education

Additional general education resources:

- Counselor
- Library
- Nurse
- Reading Intervention
- Social Worker

Special Education resources:

- Enrichment
- Learning Resource Center
- LIFT (Learning through Intensive Functional Teaching)
- Occupational/Physical Therapy
- School Psychologist
- Early Childhood – Special Education/Peer Modeling program at HLC
- Speech
- Visual Therapy

Communication

Webpage

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

School Updates

We strive to keep you informed of what is happening at MTE. Mrs. Bond sends an email communication home weekly. Please check your Sunday email for the latest update. The Principal's email will be posted on the MTE website under the News section. Classroom teachers generally send home a weekly email update. Most communication will be sent to your email address. **Please notify the office immediately if your email address changes or if you have a new email address to**

add. It is important to check your email often because important school, classroom and PTO information is sent frequently.

ParentVUE

ParentVUE is a password protected program where parents may complete online registration, pay fees, fund lunch accounts (Titan) and see student's grades and attendance. If you need assistance with your account please contact Laura Durham or Susan McRae at 913-9-6700 in the Mission Trail office.

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, including Wifi accessible watches.

- 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.
- Students should not wear "Apple" watches or other interactive devices to school.

Performance Reporting

Our school year is divided into four quarterly reporting periods. Report Cards will be available online at the end of each quarter. **Fall and Spring conferences** are scheduled for parents and teachers to jointly share and discuss student progress.

These conferences are very important for communication about your child's learning. The MTE conference dates are found on the MTE website. Please plan to schedule your conferences on these days. **Please avoid planning trips during conference dates and then requesting alternate conference dates. We appreciate your cooperation.**

Student Health

Accidents/Illness/Medications

If your child is injured or becomes ill at school, you will be contacted to pick him/her up at the nurse's office. Our nurse is Donna Anderson and her phone number is 239-6713.

It is imperative that you keep all work, home and emergency phone numbers current at the school. All medication to be taken at school must be left in the nurse's office and must be in the original prescription container and the nurse must have a physician's signature on file prior to any administration. "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.

Students with fevers are excluded from school until they are fever-free for 24 hours without taking fever reducing medications. Students with contagious illnesses are excluded from school until they have been on medication for 24 hours.

Hearing and vision screenings are done for all students during the school year. Please contact the nurse if your child has a health concern or condition of which we should be aware.

District Policy regarding specific conditions/illnesses:

- **Rashes:** Rashes of unknown cause should be seen by a physician to determine the diagnosis. A rash could be as simple as an allergic reaction or an indication of a more serious illness. Students should remain home until the 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:** Children 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, the child should stay home and should remain fever free, without fever reducing medication, 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 a 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 the last vomiting occurs. If a child vomits at school, a parent will be called to pick up the 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.

Safety

We will continuously strive to keep our school safe for each child. At Mission Trail, your child's safety is our number priority. We take many measures to help keep all students safe.

While we take take immeasurable actions throughout the day, some of the measures that are taken with regards to secured school are:

- Arrival and dismissal are through three designated doors that are staffed by staff.
- Secure entry
- All visitors must have a scheduled, prearranged purpose at the school.
- All visitors must show ID to be "buzzed" through the front door.
- All pods doors lock and designated safety spots are in each area.
- All exterior doors remain locked and closed throughout the day and are only opened by badge access.
- No exterior doors are to be propped at any time when students are in the building.
- All adults have radio/phone communication when they are with students.
- All staff wear emergency alert badges.

You can help!

- Please have your ID ready when coming to the building during school hours. You have to show ID each time you enter the building and state the purpose of your visit even if the office staff knows you by name.
- Please wait in the designated areas at dismissal so the view of the street and car line are clear.
- Please do not block the sidewalks or paths for children exiting or entering the building.
- Please do not use your cell phone while operating a vehicle at school.
- Please email the **school office by 2:30** your child is going home a different way. Please notify the office attendancemte@bluevalleyk12.org and the teacher of changes.
- Please check your email and keep your contact information up to date.
- REPORT any unsafe behavior to a staff member as soon as possible.
- Please keep dogs away from school grounds during arrival and dismissal.

Emergency Dismissal/Evacuation

In the rare case of severe weather or an emergency situation necessitating school closure midday, we will hold students for parent pickup. You or the person you indicate as an emergency contact will be contacted at the number you provide; therefore, please make sure to keep all numbers updated.

Fire Lane

The fire lane must remain clear. Please do not park in the fire lane, even if you are just running in and out. From 9:00-2:45, you may park on the non-fire lane side of the circle drive if spaces are available. There is a 10-minute only spot in the circle drive for quick stops. Please do not park in any of the reserved parking spots.

Safety Drills

Mission Trail follows all state/district guidelines for safety drills.

Fire Drills: Mission Trail conducts and records fire drills each school year.

Lockdown Drills: Mission Trail participates in multiple lockdown drills including lock and teach, lockdown lights off, and shelter in place.

Tornado Drills: Mission Trail conducts and records tornado drills throughout the school year. Our cafeteria is our tornado shelter.

Weapons/ Weapon-Like Devices BVSD Board Policy

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

Sexual Harassment

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

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

1. A student who believes that he or she has suffered sexual harassment, or his or her parent or guardian, may report such matter to a building administrator, nurse, counselor, or teacher. If a nurse, counselor or teacher receives a complaint from a student or parent, he or she will notify a building administrator as soon as possible. Students or their parents may also notify a district level administrator in Educational Services.
2. Reports of sexual harassment received from other sources will also be investigated.

3. After completion of an investigation, if the investigator determines the claim of sexual harassment was made maliciously, disciplinary action will be taken.
4. Retaliation against a person who reports or testifies to a claim of sexual harassment shall be prohibited. Any retaliation shall itself be viewed as an instance of sexual harassment, subject to the provisions of this policy.

Board Policy 3522–Emergency Safety Interventions

EMERGENCY SAFETY INTERVENTIONS 3522

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 written documentation provided by 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 behaviors meet the conditions for conducting an ESI and a student is (1) purposely isolated from the learning environment and separated from most or all peers and adults by school personnel; and (2) is prevented from leaving, or has reason to believe he or she will be prevented from leaving the location of isolation. Both conditions must be present for seclusion to occur. The 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, or the use of in-school suspension, out of school suspension, or any other appropriate disciplinary measures are not considered an ESI.

Area of Isolation Restrictions

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

Restraint

"Physical restraint" occurs when student behaviors meet the conditions for conducting an ESI and 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. Except in cases where the students' movements are substantially limited by bodily force the use of "Physical Escort" or 3 | Page Updated 12/2/2023 (MS) 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) flier of parent rights; c) information on the parent's right to file a complaint through the local dispute resolution process 4 | Page Updated 12/2/2023 (MS) (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. 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. 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. 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. 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. 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. 1. If a parent believes that an ESI was used in violation of state law or board policy, the parent may file a written complaint within thirty (30) calendar days of notification of the disputed ESI. The "Request of Investigation of Emergency Safety Invention (ESI)" shall be accessible on the Blue Valley District website.
2. 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. 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. 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. 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

B.O.E. Amended 14 Aug 2023

LEGAL REFERENCE: [K.A.R.91-42-1 through 91-42-7.](#)

The Blue Valley Calendar, Mission Trail Calendar and staff email addresses are all located on the Mission Trail website at: www.bluevalleyk12.org/mte

Debbie Bond, Principal – dbond@bluevalleyk12.org

Laura Durham, Principal's Administrative Assistant/Registrar – ladurham@bluevalleyk12.org

Susan McRae, Principal's Administrative Assistant/Registrar – smcrae@bluevalleyk12.org

