

Overland Trail Elementary School

Family Handbook

2025-2026



Attendance Email	attendanceOTE@bluevalleyk12.org	Erica McDonald, Principal ECMcDonald@bluevalleyk12.org	(913) 239-7000
Attendance Line	(913) 239-7005	Alicia Anderson, Assistant Principal ARAnderson@bluevalleyk12.org	(913) 239-7000
School Fax	(913) 239-7048	Emily Harsch, Counselor EAHarsch@bluevalleyk12.org	(913) 239-7017
School Office	(913) 239-7000	Heather Meinking, Social Worker HMeinking@bluevalleyk12.org	(913) 239-7029
School Office Email	oteos@bluevalleyk12.org	Jenn Arnold-Coleman, Nurse JAArnoldColeman@bluevalleyk12.org	(913) 239-7013



Dear Overland Trail Elementary Families,

It brings me joy to welcome our students and their families back to Overland Trail Elementary (OTE) for the 2025-2026 school year. Our staff has already been eagerly collaborating, planning, and preparing to welcome our students back with hearts full of love. As your child enters their new "class home" at OTE, we cannot wait to celebrate them and amplify our school-wide theme this year, "Cougar Spotlight: Celebrating Our Story."

Our goal at Overland Trail is to ignite a love for learning and personal growth in our students, both socially and academically. We must all work together to establish a safe and equitable learning environment that cultivates collaboration and creativity. Policies, procedures, and schedules are in place to support this goal. This handbook provides an overview of general school information, including important contact information.

As always, feel free to contact us with any questions or concerns. You may contact us by phone at (913) 239-7000, visit our website: www.bluevalleyk12.org/ote, and follow us on Twitter: @OTECougars or @OTEMcDonald. We are grateful to have you as a part of our growing OTE family, and we look forward to another successful year at OTE!

Sincerely,

Mrs. Erica McDonald

Principal, Overland Trail Elementary

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I. General Information

A. **Student Rights and Responsibilities** for all Blue Valley students can be found in the Board of Education Policies, available on the Blue Valley website at: www.bluevalleyk12.org under the *About Us, Board of Education* link.

B. Daily Schedules

BUILDING SCHEDULE

8:00 AM	School office opens
8:25 AM	Students enter
8:40 AM	Bell rings; class begins
3:45 PM	Students dismiss
4:00 PM	*School office closes *Students must be picked up by this time, or else they are considered a child needing care.

SPECIALS SCHEDULE

Kindergarten	1:30-2:30	Third Grade	2:35-3:35
First Grade	9:55-10:55	Fourth Grade	8:55-9:55
Second Grade	12:30-1:30	Fifth Grade	11:00-12:00

C. Arrival and Dismissal Procedure

Arrival Procedures:

1. Children should arrive at school after 8:25 AM. Children arriving before this time are not under the supervision of a staff member.
2. Students must always be with an adult in the parking lot.
3. Students may not be dropped off in any parking lot.
4. Students should remain buckled in their seats until the vehicle stops in the traffic loop.
5. Cell phones should not be used while in the traffic loop.
6. School begins at 8:40 AM. After 8:40 AM, students are considered tardy. A parent or guardian must come to the school's front entrance with their photo identification to have their child signed in if they arrive later than 8:40 AM.
7. Vehicles in the traffic loop have the right of way; therefore, the crosswalk in front of the school will be closed during morning arrival, and students and families will be directed to park on the south side of Overland Trail Elementary and access the connected sidewalk to enter Overland Trail Elementary's front entrance.

II.

Dismissal Procedures:

1. The school day officially ends at 3:45 PM.
2. Dismissal begins at approximately 3:40 PM.
3. Students who walk home will exit the building through the exit doors on the north side of the building.
4. Students who walk home cannot stay on the Overland Trail Elementary campus. Y-Care utilizes the building and playground after school Monday-Friday.
5. Students who are dismissed as car riders will come to the front loop with a staff member.
6. Students may only be on the front-loop sidewalk during dismissal with an adult.

Release of students during school hours:

7. We need you to come to the office to check your child out of school. Please do not call in advance and ask to have your child waiting for you. We will call them from class after you arrive and show your photo identification at the front door.
8. If someone other than a parent or caregiver is sent to pick up a child, we must have advance notice from the parent or caregiver, or we will not release the child. We will require photo identification to be shown.
9. All students may be picked up at the nurse's office after being signed out of the main office.
10. Parents may not go directly to the classroom to pick up students as it interrupts valuable

instructional time.

Alternate plans for leaving school:

11. All alternate after-school plan requests must be made in writing or verbally (i.e., note, email, or PickUp Patrol) to the main office at OTEOS@bluevalleyk12.org **before** 3:00 PM.
12. Please do not email this information to teachers; they are not guaranteed to receive it.
13. Please avoid calling after 3:00 PM; delivery of messages after 3:00 PM is not guaranteed.
14. If your child is riding or walking home with a friend, please send a note to your child’s teacher **and** the school office indicating the friend’s name and plan for leaving school.
15. To ensure student safety, if we do not have written or verbal consent for alternative plans, your child must be dismissed like parents or caregivers provided at the beginning of the year.

Bus information: Students must live at least 2.5 miles from their school to receive free transportation. Contact Durham School Services at 913-681-2492 for route availability and rates.

Buses will unload and load in the west (Lamar Drive) circle.

D. Lunch Program

General Policies and Pricing: A menu is available online at <https://www.bluevalleyk12.org/domain/4484>. Students may purchase meals at school. Elementary school pricing for the 2025-2026 school year is below.

Student Breakfast \$1.70	Student Lunch \$3.15
Adult Breakfast \$2.50	Adult Lunch \$4.40
Milk/Juice \$.70	Milk/Juice \$.70

Families: Family members are welcome to eat lunch with their child anytime after Labor Day through April 30. Beginning May 1, families cannot eat lunch with their children. Students will be learning lunchroom procedures and expectations for the first few weeks. If you would like to eat lunch with your child, please stop to sign in at the office before going to the cafeteria. **For safety reasons, all lunch visitors must be listed on the child’s Synergy Account (as a parent, caregiver, or emergency contact).**

Adding Money to Your Child’s Account: Deposits can be made anytime into lunch accounts. Payment can be made through your LINQ Connect meal account or by check payable to BVFNS, Blue Valley Food, and Nutrition Services. Please write your student’s name on the memo line. Through LINQ Connect, an e-mail can be set up to notify parents and caregivers of their balances when getting low.

Free and Reduced Lunch Benefits: Please complete the online application to see if your child qualifies for free and reduced lunch benefits. This incredible program benefits not only your child but also the school. Click [LINQ Connect Free and Reduced Application](#) to apply. Additional information is available on the Blue Valley website: <https://www.bluevalleyk12.org/Page/34303>.

E. Pictures and Yearbook

School pictures are taken of students each year in early fall and occasionally in the spring. Reminders are sent home with students in our weekly newsletter; email messages will also go out to parents. Information regarding ordering a yearbook will be in the PTO toolkit, and school picture information will be sent home through your child's allocated weekly folder.

F. Employee and Visitor Guidelines

Parents and caregivers are welcome to visit our school. Please follow our general guidelines to avoid disrupting valuable instructional time. All volunteers must have pre-arranged volunteer time with a teacher or the office. After showing your photo identification at the front door, check in with the main office first to obtain a "Visitor" pass.

Classroom visitation by parents/legal guardians is permitted under these circumstances:

1. To attend a class function such as a classroom party or event.
2. To have a conference with the teacher in the classroom when other students are not present.
3. To volunteer. Volunteers must follow all guidelines as outlined in the school volunteer program.

Classroom observations may be made under extenuating circumstances. To make classroom observations during instructional times, requests must be made in writing and delivered to the building principal at least 48 hours before visiting the classroom. The principal reserves the right to determine if an observation may occur. The principal reserves the right to accompany the observer to the classroom and will limit the observation to no more than one person for one hour. The building principal will decide the time. Observations will not be scheduled during testing. No recording equipment or cameras will be allowed in the classroom to respect student privacy and not violate FERPA, Family Rights, and Privacy Act.

G. Childcare Before and After School

YMCA Before and After School Care offers continuous care throughout the school year. The YMCA program is not a part of the school district but leases space in our school for the convenience of our community. All Blue Valley elementary schools provide before and after-school care. Fees are based on the number of days school is in session. There are no prorated weekly fees for school holidays. The YMCA Blue Valley office can be contacted at 913.897.4183 or visit [YMCA Before and After School Care](#).

Childcare Sessions:

- Before School: 7:00 AM – 8:25 AM
- After School: 3:45 PM – 6:00 PM
- Non-School Days: 7:00 AM – 6:00 PM

III. Student Academics and Wellbeing

A. Attendance

If your child will miss school, please call the Overland Trail Elementary attendance line at 913-239-7005 or e-mail the attendance line at attendanceOTE@bluevalleyk12.org.

Please include your child's name (first and last), grade level, classroom teacher, and reason for the absence. If leaving a message, please make sure you speak slowly and clearly. It is always helpful to repeat the information as well. The Blue Valley School District has amended the district's attendance policy (Board Policy 3200). Students will be permitted *seven* excused absences during the school year for family emergencies, family vacations, and personal business. If your child is out on vacation, send a note to the teacher and the office and ensure that separate notes are written for each child.

B. Behavior and Bullying Prevention Plan

Overland Trail Elementary students are expected to be respectful learners and successful students who ensure their own safety and that of others. We work with students and encourage them to demonstrate kindness, compassion, and respect towards themselves and others. There are, however, times when students make mistakes or poor choices. Our philosophy is to help students take responsibility for their actions and learn more effective strategies for the future. Teachers, parents, and administration will work together to help students develop the skills necessary to be successful at school. All adults and staff are also expected to display kindness, compassion, and respect. Information about our school-wide system of positive behavior support with the addition of Conscious Discipline will be available to parents at Back-to-School Night and per request.

[Bullying Prevention Plan](#): Click the link to view the most up-to-date.

C. Student Personal Electronics Policy

While families may wish to have cell phones available before and after school, Overland Trail Elementary guidelines require students to leave cell phones and electronic devices, including smartwatches, in their backpacks and powered off while on school property. If students need a phone, they may ask a staff member to use one of our many building phones. If students choose to use their cell phones or electronic devices while at school without permission, the device may be held with the student's teacher or administration and reserved for a parent or caregiver to pick up. Please remember that the school is not responsible for lost or stolen personal electronic devices.

D. School Technology

Overland Trail Elementary seeks to integrate the use of technology as an important part of our education program. The opportunity to approach learning in a variety of formats and to access information from a wide range of sources presents exciting learning opportunities. All elementary students will review the Elementary Technology Guidelines every year in class. Please use the link below to view the guidelines. Your reinforcement of these policies will help keep our students safe and productive at school. Visit the Blue Valley page, [District Technology](#), to learn more about technology in our elementary schools.

Students violating these guidelines or other administrative guidelines or board policies relating to the acceptable use of communications technologies will be subject to any applicable disciplinary measures. Possible disciplinary measures may include but are not limited to, temporary or permanent loss of use of technology.

E. Bringing Items to School

Students should only bring non-school items when their teacher instructs them to do so (for a special event). The students will assume responsibility for any items brought to school, including lost, stolen, or broken items. Roller blades, skateboards, weapons, toys, or lookalike weapons are prohibited on school property per board policy and state law.

F. Student Withdrawal Procedure: Please notify the school office as soon as possible if your child is no longer attending Overland Trail Elementary.

1. Check that your cafeteria account is paid in full.
2. Be sure that all library books are returned.
3. Return all textbooks to the classroom teacher.
4. If you wish to take copies of school records with you, notify the building secretary at least three days before withdrawal. We will send records to the new school when we receive a records request from the requesting school.
5. We cannot officially drop the student from our roster until the new school submits a request for records. Please remember that your child will be marked unexcused, and truancy procedures will be followed per state guidelines.

G. Health Screening

Vision screenings are completed for grades K, 1, 2, 4, and 5 students, and Hearing Screenings are completed for grades K, 1, 2, and 5 students each year. Students new to Blue Valley or receiving Special Education Services will have vision and hearing screenings yearly.

H. Medications and Health Concerns

A doctor's note is required for prescription medication to be taken at school and must be sent in the prescription bottle. You can ask your pharmacist to label an extra bottle when filling the prescription.

Over-the-counter medication such as Tylenol, cough suppressants, or decongestants must be in the original container and accompanied by written permission from the parent for this medication to be given at school. This medication must also be in the original container and will be given according to the dosage on the label.

Children must be fever-free and vomit-free for 24 hours before returning to school.

Please contact the school nurse if you have any questions or if your child has an exceptional health problem upon entrance to the school (913) 239-7013.

I. Make-Up Work

If your child has missed school due to illness, you can call the school and request assignments to be picked up in the office. Due to various plan times, materials may not be available until the following day. We encourage you to plan vacations so your child and children do not miss school. The daily instruction in each classroom cannot be replaced by make-up work, and students may miss critical information that builds on future lessons. If it is necessary to miss school, we encourage you to take books to read, such as math facts, journals, games, etc. Due to instructional adjustments that are made daily, it is difficult to send assignments with your child to complete during a vacation. Assignments can be made up upon your return. Students are responsible for completing assigned work within a reasonable time upon returning to school.

J. Student Personal Appearance

Overland Trail Elementary is a place for learning; appearance and attire should be appropriate for this setting. We adhere to the following guidelines when faced with issues about dress per B.O.E. Policy 3513 – Amended 10 July 2000.

1. Student clothing shall be appropriate for students in the business of learning. Clothing or appearance that distracts from the purposes of the school shall not be permitted. Student clothing shall reflect a sense of self-respect and personal dignity.
2. District staff shall seek parent cooperation in encouraging students to adhere to this policy.
3. Parents will be encouraged to monitor student dress to support a learning environment.
4. Apparel items posing a threat to the safety of school community members are not to be worn in schools. (e.g., chains, studded accessories)
5. T-shirts advertising illegal activities or items students cannot legally buy will not be worn in school.
6. Students may be asked to change should a violation of the Board Of Education Policy occur.

IV. Family: Communication and Contact

A. School-Wide Communication

Our primary forms of communication with our school communities are our school website, newsletter, text alert, and email.

B. Communication with Teachers

The Overland Trail Elementary principal and faculty will communicate openly and frequently with parents about students' welfare, academic progress, and special events at the school. Email is our most frequently used method of communication.

Parents are encouraged to contact their child's teacher at any time. Unless it is an emergency, teachers should not take phone calls during instructional time. However, you may leave the teacher a voicemail. Staff members, including the office, are expected to return messages within 48 hours if possible. Please remember that some exceptions exist (i.e., weekends, school breaks, vacations, etc.).

Please do not leave dismissal changes on the teacher's voicemail system or in an email. Likely, those

messages may not be received in time for dismissal. Please keep in mind teachers only have specific times during the day when they can answer emails and voicemails. Please refrain from calling the office to make alternate arrangements for rides and playdates for your child. Special arrangements should occur outside the school day and not involve school personnel.

C. Parent and Family Volunteers

Overland Trail Elementary has many opportunities for family members to volunteer in the building. Your assistance is welcome and appreciated. If interested, please contact your child's teacher or a PTO officer, or a chairperson. Please sign in at the office before proceeding to the classroom or designated area to volunteer.

D. Delivery of Items to Students

Naturally, students may occasionally forget items they need at school, such as lunch, money, musical instruments, homework, textbooks, or articles of clothing. If you feel it is most appropriate to have an item delivered to your child, we ask that you bring it to the main office.

Our staff will determine the most appropriate time to deliver the item to the classroom to minimize classroom interruptions. A parent or caregiver should drop student lunches off, not an outside delivery service (i.e., Mr. Goodcents, DoorDash, Uber Eats, etc.).

E. Lost and Found

Lost and Found are located at the bottom of the staircase closest to the foyer. Students or parents may check this area at any time. More valuable items like jewelry or glasses are kept in the office. Marking your child's clothes and personal items is encouraged. Unclaimed items lost and found will be donated to charity organizations at the end of each semester (e.g., before winter break and after the last day of school). Please keep in mind that students are responsible for their items while at school. Please avoid contacting your child's teacher or office to locate missing items. Students may check the lost and found before and after school Monday-Friday.

V. School Safety

A. Emergency School Closings

The "**Blue Valley Alerts!**" system will notify you of emergencies and plans from the district. Please visit the website at www.bluevalleyk12.org to sign up for BV Alerts and more information.

B. Building Safety Protocols

Overland Trail Elementary School has developed a Crisis Response Plan designed to minimize danger to anyone occupying the school should an emergency occur. Our main objective is to attend to the health and welfare of your child in the event of a crisis. The following emergency plans are in place at Overland Trail:

1. Fire and Tornado Drills
2. Lockdown
3. Inclement Weather
4. Medical Emergencies

5. Other Emergency Plans, as defined by the District Office

All safety drills and procedures are posted in the classroom, pods, and other pertinent areas. We ask that everyone in the building participate in emergency drills and plans as they occur.

C. Procedures to Follow in an Emergency

1. Turn on your radio or television. We will keep the media informed of any emergency.
2. Monitor your email.
3. Monitor the form of information you chose for "Blue Valley Alerts!"
4. Please **do not** call the school; we have limited phone lines that need to be used to respond to the emergency.
5. Please **do not** come to the school unless requested to pick up your child at school. An emergency may require emergency vehicles and workers to be able to get into the building. We will notify the school community of any relocation of staff and students.
6. Overland Trail Elementary will collaborate with school district personnel and emergency responders to immediately communicate necessary information with the community.

D. Outdoor Activity Guidelines

Due to the extreme variability in our local weather, the following guidelines will be utilized to determine Overland Trail Elementary's outdoor activities.

- a) Outdoor activities may be allowed unless the wind chill drops below 10 degrees or the heat index is above 100 degrees. Additional environmental variables, including weather warnings, precipitation, playground conditions, fog, or smoke, may limit outdoor activities.
- b) Outdoor activities will be appropriately monitored and limited when the wind chill is between 10 and 20 degrees or the heat index is between 95 and 99 degrees.
- c) Please have your child wear appropriate clothing, including a coat, hat, and gloves, to protect them on cooler days when outdoor activities are allowed. Students are responsible for their outdoor weatherwear belongings. Your child is encouraged to label their coat, hat, or gloves.
- d) Please advise your student's teacher or school nurse if your child needs to remain indoors for medical reasons. The school may ask for medical documentation should the student need to modify activity during recess and PE.

E. Bike Safety Rules

For safety reasons, only students in grades 3, 4, and 5 may ride bikes to school without parental supervision. Bicycle racks are located next to the gym. Students must walk their bicycles on the school campus, Blue Valley School District property, and across all crosswalks. Students need to bring and use their bike locks while at school. The school and district are not responsible for damaged, lost, or stolen property.

F. Animal Policy

To provide the safest possible environment for our students while at school, we ask that all family pets be excluded from the school during school hours, including the Y-Care Before and After School Program.

G. Rollerblades, Scooters, and Skateboards

Blue Valley district policy does not allow rollerblades or skateboards on school grounds at any time. Scooters and bikes cannot be ridden on school grounds during school hours. Scooters must be locked at bike racks in a designated area.

H. Shoes

Students should wear or bring shoes that enable safe physical activity during P.E. and recess. We encourage your child to avoid flip-flops and other non-tennis shoes at school for safety reasons. Shoes with wheels on the shoe's sole are prohibited for the school setting. Alternative footwear may be requested for shoes that distract or challenge student safety.

I. [Student Code of Conduct](#)

Administrative actions taken as a result of a violation of the code of conduct are determined following proper investigation, review, and/or consideration of the age/grade of the student, context, and situation in which the behavior in question occurred. The scope of authority of the Blue Valley Student Code of Conduct applies at all times when students are on school buses or other vehicles used by the district to transport students, school district property, or engaged in official school activities. Additionally, this code of conduct applies to any student whose conduct at any time or place has a direct and immediate effect causing substantial disruption impacting the order of school operations and/or the sense of student and staff safety that exists in the school or school-related environment.

VI. Events

A. Birthdays

Birthday Treat Policy: Birthday Invitations: We ask that students not distribute invitations to personal birthday parties at school unless every student in the class receives an invitation.

Birthday and/or Celebratory Treats: Due to the growing number of food allergies and medical needs of students, Overland Trail Elementary has a non-edible treatment policy. If you wish, students may bring non-edible birthday treats (i.e., pencils, stickers, fidgets, etc.) per arrangement with the classroom teacher. Please keep in mind birthday celebrations should not take away from instructional time.

Birthday Books: Birthdays are special for our children. Students are invited to celebrate their birthdays by donating a book to the Overland Trail Library Media Center. This is a chance to share, with schoolmates, a gift that will be enjoyed for years to come. Parents who want their child to participate may pay \$15 online through their ParentVue account, arrange with their teacher to visit the Library Media Center and select a title from the birthday bookshelf. A bookplate with the donor's name and birthdate will be placed inside the book's front cover. Contributions will be used to purchase new materials for the Library Media Center.

B. Classroom Parties (Fall, Winter & Valentine's Day)

All students look forward to the fall celebration, which is typically Halloween-themed. Please follow the specific guidelines for themed celebrations.

1. Violent or gory costumes may be worn at classroom parties where costumes are unacceptable.
2. Costumes should not take away from instructional time. If a costume distracts oneself and others, the student will be asked to go to the nurse to change.
3. No costume "weapons" or look-alike weapons may be brought to school, e.g., light sabers, swords, or toy guns.
4. Costumes will be brought to school and worn only for the fall parade/party and should not depict violence or gore.
5. Students should have costumes that do not require time-consuming assistance with makeup, dressing, etc. Additionally, masks should not be worn at school. Please leave your costume mask at home.
6. Costumes must respect the Blue Valley dress code policy – BOE Policy 3513.

C. Religion and Prayer Guidelines

Overland Trail Elementary holiday guidelines are based on a shared commitment to and respect for each student. Our goal is to integrate subject matter across disciplines and promote awareness, acknowledgment, sensitivity, and respect for the diversity of all cultures by studying different countries. Holidays are recognized and studied at Overland Trail through the social studies curriculum and spontaneous student-initiated discussions. Additionally, these guidelines should be sensitive to designated classroom party days (i.e., fall, winter, and Valentine's Day).

D. Field Trips

Throughout the school year, classroom teachers may schedule up to two field trips per school year with the principal's approval. Field trip destinations will be within the Kansas City Metropolitan area and nearby points of interest. These trips are designed to supplement different aspects of the classroom curriculum and introduce students to community resources. Parents will receive notices for the field trips well before the scheduled trip date and will be asked to sign a field trip information form. Parent volunteers can attend field trip outings when bus and trip capacity permits. Unless in the same grade level, student siblings should not attend the field trip with a designated chaperone. Field trip fees are assessed at the beginning of the year to cover the cost of the educational experiences.

VII. [Emergency Safety Intervention \(ESI\) 3522](#)

Emergency Safety Interventions (ESI)

Emergency Safety Interventions (ESI) refer to seclusion or physical restraint. District personnel may use seclusion and physical restraint only when a school employee determined less restrictive alternatives 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 discipline, punishment, or 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 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 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 for legitimate law enforcement purposes. 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 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 always see and hear the student.
2. All isolation areas 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. All isolation areas shall be a safe place with proportional and similar characteristics as those of other rooms that 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 temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out to induce 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 each school year's fall and spring semester 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 on 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 when documenting the items if the triggering issue necessitating the ESI 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) a flyer of parent rights; c) information on the parent's right to file a complaint through the local dispute resolution process (which is outlined 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 receive 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 parent's 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 parent's discretion. The school shall hold this meeting within ten (10) 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.

1. The focus of any such meeting shall be to discuss proactive ways to prevent the need for ESI and to reduce incidents in the future.

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

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

ESI Complaint Investigation Procedures

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

Annual Staff Training

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

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

Appointment of Designee

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

Board ESI Policy Notice

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

B.O.E. Adopted 12 Aug 2013
B.O.E. Amended 08 Sep 2014
B.O.E. Amended 10 Aug 2015
B.O.E. Amended 08 Aug 2016
B.O.E. Amended 18 Mar 2019

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

Legal

[K.A.R. 91-42-1 through 91-42-7|Office of KS Secretary of State](#)

Cross References

[3522 - Emergency Safety Interventions Guidelines](#)

OVERLAND TRAIL ELEMENTARY

6225 W 133rd Street
Overland Park, Kansas 66209

CONTACT US:

ATTENDANCE EMAIL
attendanceOTE@bluevalleyk12.org

ATTENDANCE LINE
(913) 239-7005

SCHOOL FAX
(913) 239-7048

SCHOOL OFFICE
(913) 239-7000

SCHOOL OFFICE EMAIL
oteos@bluevalleyk12.org

