

Leawood Elementary
Family Handbook
2019-2020



Dr. Todd White, Superintendent
Dr. Amie Ralston, Principal

Dear LES Families,

Welcome to Leawood Elementary School, Home of the Leopards. Since our building opened in 1978, Leawood Elementary has been focusing on providing personalized student learning for every child. Working together, students, parents and staff create a positive learning community that provides opportunities for student growth and success on a daily basis. We appreciate the support and involvement of our parent community. We value our teachers as they motivate students and maintain a collaborative environment to meet student needs.

Our mantra at LES:

Be Positive. Be Patient. Be Persistent.

Our commitment statements for LES:

As a school community:

- We commit to building positive relationships based on tolerance, respect, and acceptance.
- We commit to creating an environment that fosters hope by providing stability and encouragement.
- We commit to embracing change by modeling flexible thinking through patient words and understanding actions.
- We commit to working together toward our common goals by sharing ideas and valuing others' opinions.
- We commit to creating a learning environment so both children and teachers experience the fun in learning.

Please feel free to visit our school and become involved in your child's educational experience to the fullest. Through our collaborative partnership, your child will achieve so much more. Thank you for trusting us with your children!

Proud to be a Leopard,

Dr. Amie Ralston, Principal

LEAWOOD ELEMENTARY SCHOOL (LES)

2400 W. 123RD STREET

LEAWOOD, KS 66224

(913) 239-6600

FAX: (913) 239-6648

www.bluevalleyk12.org/LES

ABSENCE LINE: (913) 239-6605

Daily School Schedule at Leawood Elementary:

8:00 a.m. School Office Opens
8:15 a.m. Students may arrive and go to the gym (supervision is provided by LES)
8:25 a.m. First bell rings—students can go to classrooms
8:35 a.m. Tardy bell rings--Classes Begin
10:45 a.m. – 1:40 p.m. Lunch Schedule (class times vary)
3:40 p.m. Dismissal
4:00 p.m. School Office Closes

Please do not drop students off at school before 8:15 a.m. Front doors will be locked until 8:15 a.m. We do not have supervision before 8:15 a.m. Please honor this timeframe to ensure the safety of all our LES students.

SCHOOL POLICIES & GENERAL 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 nurse's office. Our nurse's direct phone number is 239-6613. It is imperative that you keep all work, home and emergency phone numbers current at the school. Please call the office (239-6600) with any changes or updates or log on to ParentVue to make these changes. All medications 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.

Animals: All animals brought to school (long-term classroom pets) are intended for curriculum enhancement and are approved by the principal. Occasionally children wish to bring a pet for a "show and tell" opportunity. Parents are welcome to bring a pet to school for a short amount of time between 8:40 a.m. and 3:30 p.m. Please make arrangements ahead of time with your child's teacher as well as check to see if there are any potential student allergies; the classroom teacher has the option of declining the pet visit due to allergies or other concerns in the classroom. The pet should be on a leash or in a cage, and we ask that the parent stay with the pet while it is at school. Please sign in your pet as you get a visitor badge in the office.

Arrival and Dismissal Procedures: The safety of children at Leawood Elementary is a top priority for the school. Please adhere to the traffic patterns, no parking zones and areas to drop-off and pick up your children. We have had our District Campus Police evaluate and recommend the current traffic pattern. Such is reviewed periodically for possible improvements. Please follow these traffic patterns to eliminate some of the congestion problems around the school and keep all Leawood students safe. Likewise, please make sure your child exits your car curbside only and never walks between cars. Above all, patience during student pick-up is a must. The process goes very quickly if we all work together. Make clear plans with your children in the morning. Please reserve calls to the office regarding changes for emergencies only before 2:30 p.m. to ensure the office staff will have time to get the message to your child. (Please refer to the map at the end of this booklet for traffic flow information.)

Arrival in the mornings:

- Students should arrive on campus no earlier than 8:15 a.m. as there is no supervision until that time. Upon arrival students may wait in the gym with adult supervision or eat breakfast until 8:25 a.m. When the bell rings at 8:25 a.m., students will be dismissed to class. Parents who need child supervision before 8:15 a.m. should contact the YMCA at (913) 345-9622 for times, costs, and program information. After the first few days of school, students should make their way to their classrooms without parent escort in order to establish independence and responsibility.

- Parents who drive to school should utilize the drop-off area on the east/front side of the building. Staff will be on duty to supervise students as they enter the building.
- Bus students will be dropped off in the bus loop and will enter the building through the gym doors on the south side of the building. There is no car drop off/parking in the bus lane.
- Students who walk to school/ride bikes to school will enter the building through the front/east entrance doors of the building.
- No parking in the red zone at any time (including parties). These areas must stay clear for drop-off and pick-up.
- Only cars clearly identified as needing handicapped parking may park in the handicapped spots.
- As a matter of safety, middle school students must wait at the middle school until 3:30 p.m. before walking over to wait for siblings; there is no supervision for those students at LES, but there is supervision at LMS. Thank you for helping keep all of our kids safe!

Dismissal in the afternoons:

- **CAR RIDERS**

All car riders will go to the gym once the bell rings. Students will go to their car from the gym after being called via radio transmission. **Cars should not park across any of the surrounding streets to wait for children.**

In order to make the process as smooth as possible, we ask that all cars have a placard attached to their visor or visible in their passenger side window so our staff on duty can call the student(s) to come outside for their ride; these are available in the office. Please get enough for all adults who may be picking up your child. Although it may seem quicker to park your car and walk across to get your child from school, it will actually slow our carline process down significantly as we have to stop traffic for unanticipated crossings. If you dislike waiting in the car line for a longer amount of time, please consider staggering your arrival toward the end of the time (usually around 3:50 p.m.) so you may just pull into the line.

Students will be released to go to their cars once the car is in the “loading zone” areas of the sidewalk within the length of the silver chains on the east (front) side.

- **WALKERS**

All walkers will leave the building once the bell rings. We ask that students meet you outside the entrance at the doors on the northeast of the school. It is advisable that students walk in groups or with an adult.

Sometimes, the weather is such that students will want to stay on the playground and play in the afternoons. Students are not allowed to be on the playground after dismissal without a parent present. Additionally, the Y-Care program rents our facilities and has priority for using the playground until 6:00 p.m. each day. Thank you for your cooperation!

- **BIKE RIDERS**

All bike riders will leave the building once the bell rings. We ask that students in K-2 bike ride with parents (your student may meet you outside). 3rd-5th grade students may bike ride on their own if parents are comfortable with that arrangement. Students should not ride their bikes while on school property; additionally, students must walk their bikes across the street. All bike riders should have a working lock and a properly fitting bike helmet. Please remind your children to yield to pedestrians. It is recommended parents accompany students of all ages on a “practice ride” to and from school to make sure they understand the route and rules.

- **BUS RIDERS**

Students must live at least 2.5 miles from their school in order to receive free transportation. For a fee, services are available to students who live within 2.5 miles from their school. Contact Durham Bus Transportation at 913-681-2492 for route availability and rates.

If your child will be riding the bus, the following guidelines are provided by the bus company. Following them will increase the chances for a safe ride to and from school.

1. Students must be on time. The bus will not wait beyond the regular schedule for those who are tardy.
1. Students must obey the driver promptly and respectfully.
1. Students must never stand in the roadway to wait for the bus.
1. Conversation with the driver is unnecessary,
1. Ordinary conversation with classmates is permitted. Classroom conduct is to be observed.
1. Riders may not extend arms, legs, or head out the window of the bus.
1. Riders may not move about or stand in the aisles while the bus is in motion.
1. Damages to a bus will be the responsibility of the parents of any child who defaces or damages a bus.
1. Animals and pets are not permitted on the bus.
1. Fighting on buses is not permitted and will be considered a serious offense possibly resulting in removal from bus service.

- **Y-CARE**

Students going to Y-Care after school will be walked to the cafeteria to meet the Y-Care personnel.

Dismissal – severe weather:

Check the weather in the morning. If rain is predicted and you do not want your child to walk home, make your decision in the morning and send a note/email to the teacher and the office notifying them of a change in dismissal. **Calling the office late in the day is not a good option and may result in confusion for your child.** If we do not receive a note/email/call, we will dismiss your child via his/her regular plan. If your child is a car rider, please send appropriate rain gear as dismissal will proceed as usual unless the rain/storm is prohibitive.

In case of **significant rain**, walkers will be held in the building until parents can be notified via email or until the rain lessens. We strongly encourage parents to team up to have a designated walker come to the school to pick up groups of students. Parents may come as early as 3:25 to do so.

In case of lightning in the area, as noted on our lightening detector system, students will be held in the building until an all-clear is issued.

If there is a **severe storm warning** or **tornado warning** all students and staff will be held in the tornado shelter in our building until the warning has been lifted. Parents are asked NOT to come to school during a warning. Your children are safer here at Leawood Elementary than they would be transporting them during a warning. Parents who do come to the school during a **warning** will wait in our storm shelter with us.

Attendance/Absences: 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. Students need

to be fever and symptom free for 24 hours. **Please call the school attendance line at 239-6605 or go to www.bluevalleyk12.org/les to enter your child's absence if your child will be absent or arriving late.** If your child is late to school, we ask that you walk your child in to sign them in for the day. Absences are coded "excused" after the school has been notified. We will contact parents of unreported absences. Attempts will be made to send home make-up work or homework. However, please be aware that many classroom experiences cannot be "made up" through homework.

The Blue Valley Board of Education has outlined specifics related to excused, unexcused and truancy in policy [3200](#). Additionally, under the laws of the State of Kansas, all students between the ages of 7 and 18 years (21 for special education students) must be in regular and continuous attendance at school unless lawfully excused. The law in Kansas (K.S.A. 72-1113) states that students are truant when they are inexcusably absent for three (3) consecutive school days, five (5) or more school days in one semester, or seven (7) days in a school year. If it is necessary for a student to miss more than seven consecutive days during the year for any reason, the family should submit a written request for an extension to the principal in advance of the next absence.

Absentee Line: 913-239-6605
Please report student absences no later than 9:00 a.m.

BIST/Behavior Management/Discipline: The Board of Education of Unified School District No. 229 will, to the full extent of its legal power, ensure that every student has an opportunity to attend school and receive an education without fear of harm or injury to person or property. The Board will not allow persons with disruptive intent to endanger the safety of students or school personnel, to damage property, to interfere with the educational process, or attempt to close the schools. Acts of behavior which interfere with the maintenance of an effective learning environment or which are antagonistic to the welfare of other students will not be considered acceptable. A student who commits any of the following acts may be subject to disciplinary action:

- Violation of school rules
- Failure to comply with reasonable request(s), defiance, and/or insubordination
- Making threats, harassment, bullying, intimidation, extortion, and/or bodily harm
- Disrespect for others
- Obscenity, profanity, or indecency
- Possession, transfer, consumption, sale or being under the influence of alcoholic beverages
- Possession, transfer, use, consumption or sale of narcotics, drugs, paraphernalia, other restricted substances, or being under the influence of same
- Possession or use of weapon
- Smoking and/or possession of tobacco products
- Theft
- Violation of compulsory attendance laws, excessive tardies, and/or absences
- Unruly conduct which disrupts school
- Possession of pepper spray or mace
- Forgery
- Trespassing
- Arson
- Vandalism
- Violation of Board Policy
- Use of personal electronic devices that result in a substantive disruption to school; that causes personal harm or embarrassment; and/or that promote academic dishonesty; and

- Other unacceptable behavior

Per district guidelines, corrective measures for those students who commit acts of unacceptable behavior or violations of school rules and regulations will be described to the students. Those measures may include, but are not limited to: counseling, conferencing, parent involvement, referral to specialists/agencies, detention periods, work sessions, exclusions from class, in-school and out-of-school suspension, and expulsion.

Students and staff at LES deserve a safe and respectful school in which to work and learn. It is never acceptable to disrupt the learning of others or to treat others disrespectfully. At LES, just as academics are important, teaching positive life-long behaviors is important. Therefore, our goal as adults is to help students learn the following goals for life:

- I can be okay when others around me are not okay.
- I can have an overwhelming feeling (anger, fear, frustration) and not make a situation worse.
- I can follow directions or do something I don't want to do (or even when it's hard).

Helping students with these goals often involves teaching a missing social or behavioral skill. While at various times a child might need additional support in reading, so might a child need additional help with appropriate responses to his/her own emotions such as anger. At times, a child is offered one-on-one support/teaching to gain or strengthen the behavioral skill. Our intent is to teach missing behavioral skills so students are able to improve those skills. This takes a balance of offering students grace to fix a concern as well as accountability for repeated concerns.

Students may be asked to fill out a "Think Sheet" to work through his/her problem. A Think Sheet asks students to reflect upon their choices and develop a plan of action for next time. This sheet is not used in a punitive manner, but a teaching manner. A follow-up conversation will occur to assist the child in processing and following through with a solution. The Think Sheet corresponds with the BV Virtues that are taught and reinforced across all settings at LES.

Birthdays: Birthday treats for individual students may be distributed, if so desired, for the child's classroom. The teacher may determine the most appropriate time for distribution. All of our classrooms at LES are nut safer and any treats brought in must comply with the [district nut safer list](#) and not be homemade. *Please check with your child's teacher regarding additional students' allergies to food items.* In addition, our nurse will double check treats for possible allergies. In the event treats sent in are not nut safer, every effort will be made to get in touch with you as soon as possible so an alternate solution can be found. Party invitations for individual students are **not** to be passed out at school **unless** all students in the classroom receive an invitation. Surprise parties organized by students without the consent of the classroom teacher and principal are not permitted.

Building Security/Visitors: All exterior doors at Leawood Elementary School will be locked at all times once the school day starts. Visitors to LES must show their drivers' licenses or valid government ID in order to be buzzed into the office. All visitors to LES are required to wear a badge indicating they have checked in at the office.

Cafeteria: Leawood Elementary participates in the National School Lunch Program. The District's goal is to serve nutritionally adequate and moderately priced meals. Opening a Food Services account is strongly encouraged to enable your child to cover meal costs each day. All lunch purchases and records are handled by our Food Service team. Student accounts allow students to purchase meals or drinks. Parents are notified via a note or email when the account needs funds. Please be sure provisions are made for students to pay for

lunches as we are not authorized to charge lunches. Parents are invited to lunch at any time beginning the first of September. Please ONLY share food with your OWN child if you bring lunch items into the cafeteria. This will avoid hurt feelings and also alleviate the possibility of children ingesting food that could aggravate food allergies. Your cooperation and understanding is appreciated!

Classroom Visits and Observations: In some instances, parents might want an outside provider to observe their child in a classroom environment. The Blue Valley School District has a set of guidelines for observations and visits. Please contact your child's teacher or the office for the necessary forms for the visit. Please give the school at least one week's advance notice for such visits.

Classroom Volunteers and Visitations: Parents and interested persons are encouraged to volunteer in our school and are always welcome. We ask that you follow a few general guidelines to avoid disrupting valuable instructional time. All visitors must sign in with the office first to obtain a visitor's badge, with the exception of attendance at school parties, plays, or functions and arranged parent/teacher conferences. An adult must accompany children not enrolled in our school. Our PTO has a parent volunteering program and a Leopard Dads program; the district also has a VIP Volunteer Program should you be interested in volunteering.

Classes: Each classroom will have a unique weekly schedule which will include P.E., Music, Computer, Art, Spanish, in addition to the core content subjects. Strings is offered on a sign up basis to 4th and 5th grade students, and band is offered to 5th grade students.

Band Instruction:

Beginning band instruction is available to fifth grade students for 30 minutes two days a week. At the beginning of the year, the band instructor assists students in selecting the appropriate instrument. Instrument rental arrangements are available through local music stores.

Classroom Art K-5:

Art as a form of communication is promoted in a sequential program in which students are encouraged to develop creative solutions to visual problems. By making artwork and by studying art of the past and the present, students learn to use and understand the elements of art (color, line, shape/form, texture, space) the principles of design (repetition, balance, contrast, rhythm, proportion, emphasis, variety, unity) and learn critical thinking skills to help make aesthetic judgments. Most materials used in the classroom are washable, but accidents do happen. Please note when your child has art and plan clothing choices accordingly.

Classroom Music K-5:

Classroom music provides every student the opportunity to develop his or her musical potential to the fullest. The music program provides experiences in self-expression, social skills, cultural influences, performance skills, and emotional release. All grades respond to music through singing, movement, listening, dramatics, and playing. Special attention is given to the development of motor skills. All students are given the opportunity each year to display individual achievements and share talents through a public performance at school. Enhancing students' self-image and confidence is of utmost importance in classroom music every day.

Computer Lab:

We have a lab supervised by a computer paraeducator. Students are scheduled into the lab. The Leewood Elementary computer lab is where students come to gain experience in correct usage of the software and various technologies available at the school. They should learn the proper vocabulary for the

technologies. When students return to their classrooms, they will have the opportunity to integrate what they learn into their classroom curriculum.

Foreign Language Program:

Leawood Elementary offers introductory Spanish to kindergarten through fifth grade students. The program includes: an emphasis on speaking and listening skills; cultural exploration; integration with the elementary curriculum; enthusiastic teachers; and active learning. Students will attend the class twice a week for 30 minutes each time; half-day kindergarten will attend for one 30 minute session each week. We feel very fortunate to have the opportunity to provide this program.

Physical Education:

Physical Education involves children in the habit of good fitness along with strong background knowledge about their health and health practices following the district curriculum. In addition to a fitness program, students are introduced to a variety of games and sports. Tennis shoes are a necessity for participation in physical education. Tennis shoes should either lace-up or close with Velcro.

Strings:

LES offers strings instruction to interested fourth and fifth grade students. They will perform at various concerts and activities throughout the year. There will also be performances with other schools in our BVN feeder system.

Cold/Hot Weather Policy: We consider it important for children to have an opportunity to play outdoors during the day. If a child is to remain inside for health reasons, we must have a note. In case of unfavorable weather, please be assured we will use discretion as to whether the children will have outdoor recess. Blue Valley policy states that If the heat index reaches 100° F, recess and P.E. should be held inside. If the heat index reaches the 95 – 100° F range, outdoor recess/P.E. should be limited (as practical). If the wind chill is 10° F or below, no PE or recess should occur outside. If the wind chill is between 10 – 20° F, outdoor recess/P.E. should be limited (as practical). Please send your child with appropriate outdoor wear for the weather: hats, gloves, coats, etc.

The principal reserves the right to modify these guidelines as necessary.

Communications: Regular communication will be sent home to parents from the office, primarily in electronic format. Please keep your email address up to date with the school office. You will receive *Spot On* each week which is our primary source for sharing all-school information. Your child's classroom teacher will also send classroom updates and information. The LES school website is updated regularly with new information. The address is www.bluevalleyk12.org/les .

Counseling: Leawood 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.

Dismissal of Students During School Hours: We strongly encourage that you make medical, dental and other important appointments outside of the school day. However, if a child must be picked up at other than the usual time, parents must come to the office to sign the student out. If you plan to have someone other than a parent pick up your child during the school day, we will need advance notice from the legal parent. Please understand we try to limit interruptions into the classroom during the instructional day, and your child will be called out of class when you have arrived.

Distractors: Students should not bring toys, trinkets, electronics, trading cards, etc. to school. These serve as disruptions to the learning environment and are at risk for damage and loss. Should a child bring something to school that is a distraction, the teacher will collect it for the remainder of the day. It will be returned to the student at the end of the day, and you will be notified.

Dress Code 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. Specifically, we discourage students from wearing midriff tops, t-shirts with unacceptable logos or slogans; “off the shoulder” shirts or clothing that is excessively torn or dirty. Generally, hats are for outdoor wear only. Tennis shoes should be worn on days when students have physical education classes.

Emergency Dismissal: Should school need to be canceled due to inclement weather or an emergency, announcements will be made on all major television, radio stations and email. School closing announcements are usually made before 6:30 a.m. In the rare case of severe weather or an emergency situation necessitating school closure midday, we will hold students for parent pick-up. You (or the person you indicated as an alternate contact) will be contacted at the number you provide. Please be sure to keep all numbers updated with the office and your child’s teacher. Days canceled due to weather will be made up at the end of the year (see District Calendar on the Blue Valley website). In the case of severe weather (i.e. tornado warning), where we are required to keep all students in a shelter at school, students will only be dismissed to the parent/legal guardian when we have received the “all clear” notification that severe weather no longer requires students to be sheltered.

Emergency Safety Interventions: Emergency Safety Intervention (ESI) is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an ESI. Although these situations are infrequent, they do occur from time to time in a school setting. Please contact, Dr. Amie Ralston, Principal at Leawood or Dr. Mark Schmidt, Executive Director of Student Services with questions regarding ESI. Detailed information regarding ESI can be found on our website as well as at the end of this document.

Emergency Situations: Leawood Elementary has a CRISIS RESPONSE Team to deal with emergency situations that might occur during school hours. This team has a specific plan for most situations that could occur. However, the team may ask for your assistance if unique situations arise.

Family Educational Rights and Privacy Act (FERPA): Notice for Directory Information: The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Blue Valley School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the Blue Valley School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Blue Valley School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to: companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.*

If you do not want the Blue Valley School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1st. The Blue Valley School District has designated the following information as directory information:

- Student's name
- Address and Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level

*These laws are: Section 9528 of the ESEA (20 U.S.C. 7908) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Fire and Tornado Drills: Safety drills will be conducted as required by state law. Drill procedures will be explained to all students and posted in all classrooms, with copies placed in substitute folders indicating the route taken for each procedure. A weather monitor will keep us posted as to the status of the storm. If the school is taking cover during a tornado drill, students will not be released to parents until we receive notice that weather is safe for travel. Parents who arrive at school will be asked to take cover with students and staff. Additionally, all visitors in the building during a drill will be asked to participate in the drill.

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 remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; the display in the school or workplace 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 the building principal, nurse, counselor, or teacher. If a nurse, counselor or

teacher receives a complaint from a student or parent, he or she will notify the building principal 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 provision of this policy.

For more information on this Blue Valley School District Policy, refer to the Blue Valley School District Parent Handbook.

Library Media Center: Our library media program provides a variety of opportunities to foster literacy throughout all grade levels. It provides opportunities and resources for problem solving and inquiry. The library media specialist 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.

The Leawood Elementary reading incentive and birthday book programs are managed through the library media center.

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. Additionally, students must have a signed Technology Agreement on file to utilize technology at school.

Annual reminders of the rights granted the district under this policy shall be provided through appropriate notices contained in the parent handbook provided to parents at the start of each school year. Any parent who wishes to modify or revoke a previously-issued consent shall do so through a written notice to the principal.

"District-sponsored media" shall include district and school print publications (including the school yearbook), 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 Classrooms: All classrooms and common learning spaces at LES are nut safer. This means no food products may be brought into classrooms or those spaces that contain peanuts, tree nuts or were manufactured in a facility that is not guaranteed nut safe. Please see the nut safer list on our website or at the end of this handbook. All classroom teachers have a copy of the nut safer list as well. Thank you for helping us keep all of our students safe and healthy at Leawood Elementary School.

Performance Reporting: Our school year is divided into nine-week reporting periods. Students will receive a report card at the end of each nine weeks. We schedule two Parent Teacher Conferences yearly in October and February. Parents may sign up via online when the information and links are sent approximately

one month before each conference period. Families will be able to view updated grades online several times each quarter as well using ParentVue-- <https://bvpo.bluevalleyk12.org/>

Parent Teacher Organization: Leawood Elementary has an active PTO which brings an incredible amount of support and enhancement to our community of learning. Please join the PTO and become involved in your child's school! Specific information regarding slate members can be found on our webpage: <https://bluevalleyki12.org/LES>

PTO Committee Descriptions

- **Book Fair-** Organizes & conducts Book Fair
 - **Book Fair Co-Chair-** Assists chair & assumes chair next year
- **Box Tops for Education-**Coordinates the collection & submission of GM Box Tops
- **Building and Grounds-** help plant and maintain our vegetable garden beds
- **Care & Concern-** Available to help LES families & staff in times of need
- **Catwalk-** Organizes Walk-a-thon for school
 - **Catwalk Co-Chair-** Assists chair & assumes chair the next year
- **Chat and Chew-** organizes reading groups that meet over lunch
- **Community Service-** Evaluates & oversees community service projects
 - **Community Service Co-Chair-** Assists chair & assumes chair the next year
- **Creative Artworks-** works with Original Works to create gifts from students' artwork
- **Family Fundraiser-** Organizes all school fundraisers (i.e. Family fun Night) depending on budget
 - **Family Fundraiser Co-Chair-** Assists chair & assumes chair next year
- **Field Day-** Organizes with the PE teacher Field Day at end of year
 - **Field Day Co-Chair-** Assists chair & assumes chair the next year
- **Fifth Grade Head Room Mom-** helps organize/navigate all of the 5th grade activities
- **Health & Safety Co-Chair-** Promotes health & safety of students, coordinates Bike Safety & Walk to School Weeks
- **Historian/Yearbook-** Oversees committee to prepare yearbook, arranges school pictures in fall & spring
 - **Historian/Yearbook Co-Chair-** Assists chair & assumes chair next year
- **Hospitality-** Organizes all-school function in conjunction with Back to School Night & Curriculum Fair
- **Membership/Directory-** Oversees printing of school directory in the fall
- **New Families-** Reaches out to families new to the school, organizes New Family Orientation, assigns mentors, buddies
- **Original Works-** Oversees fundraising program with Art teacher
- **PALS-** Works with Principal, teachers to implement Parent volunteer program
- **Parent Advocate for Education-**Study areas w/BVSD & at the state level, in which parental concerns are researched & acted upon in order to improve the quality of education for our children
- **Parent Social-** organizes parent gathering in the spring
- **Photographer/Videographer-** takes pictures at events and records the musicals to share with parents
- **School Clothing-** Oversees ordering, sale & distribution of school spirit wear
 - **School Clothing Co-Chair-** Assists chair & assumes chair the next year
- **School Supplies-** Arranges the sale of school supplies recommended by teachers
 - **School Supplies Co-Chair-** Assists chair & assumes chair the next year
- **Silent Auction Chair-** organizes silent auction in conjunction with the Parent Social
- **Skating/Bowling Parties-** Arranges & advertises parties

Safety: At Leawood Elementary, we will continuously strive to keep our school safe for each child. You can help! Throughout the school year, please emphasize the following to your children:

- Do not bring dangerous objects to school;
- Do not approach strangers or any vehicles; report suspicious incidents to the office;
- Cross streets at corners or designated crosswalks only;
- Go directly home after school dismisses;

- A note is required if the student is going home via different transportation means.

School Parties: Room parties are planned by the PTO Room Parents in conjunction with the classroom teachers. They are held for the following: Halloween/Parade, Winter Celebration, and Valentine's Day.

Telephone: Students are not allowed to use the telephone without permission from the teacher. The teacher will approve the use of the telephone only in cases of emergency. Before coming to school, students should get permission from their parents for any after school activities. Last minute changes in after-school plans may result in miscommunication and "lost" children. Please make arrangements in advance for transportation to special functions. Student cell phones should not be brought to school unless necessary. Phones need to remain off and in the student's backpack during school hours.

LES STAFF MEMBERS

Position	Staff Name	Email
Principal	Amie Lawless	ablawless@bluevalleyk12.org
Principal's Admin Asst.	Melissa Gibson	mgibson@bluevalleyk12.org
Office Admin Asst.	Sandy Donnelly	sdonnelly@bluevalleyk12.org
Nurse	Marilyn Gengler	mgengler@bluevalleyk12.org
Kindergarten	Christie Anderson Alex Daniels Jennifer Eckroat Lori Heck Kiersten Timmer	tanderson03@bluevalleyk12.org adaniels@bluevalleyk12.org jmeckroat@bluevalleyk12.org lheck@bluevalleyk12.org kmtimmer@bluevalleyk12.org
First Grade	Mary Carpenter Christi Coleman Kelli Gray Taylor Nelson	mcarpenter@bluevalleyk12.org ccoleman@bluevalleyk12.org kagray@bluevalleyk12.org tnelson@bluevalleyk12.org
Second Grade	Renee Hansmeier Kara Galbraith Jill McCarville Carissa Powell	rhansmeier@bluevalleyk12.org kjgalbraith@bluevalleyk12.org jamccarville@bluevalleyk12.org crpowell@bluevalleyk12.org
Third Grade	Maria Bourk Robin Morgan David Sandvig Sarah Ward	mbourk@bluevalleyk12.org rmorgan@bluevalleyk12.org dcsandvig@bluevalleyk12.org skward@bluevalleyk12.org
Fourth Grade	Lisa Chamberlin Deborah Noyes Chris Osgood Mandi Shelley	lchamberlin@bluevalleyk12.org dnoyes@bluevalleyk12.org ccosgood@bluevalleyk12.org mlshelley@bluevalleyk12.org
Fifth Grade	Michelle Hollas Flo Panzner Jillian Teddy	mhollas@bluevalleyk12.org fpanzner@bluevalleyk12.org jteddy@bluevalleyk12.org
Art	Lauren Cooper	Lcooper03@bluevalleyk12.org
Band	Michael Solomon	mtsolomon@bluevalleyk12.org
Cafeteria	Amy Compton Vivian Chan Lily Owens	

Computer	Heather Zimmer	hzimmer02@bluevalleyk12.org
Counselor	Kayci Yelliott	kyelliott@bluevalleyk12.org
Daytime Custodian	Hal Johnson	whjohnson@bluevalleyk12.org
Enrichment	Brittani Marinsky	bmarinsky@bluevalleyk12.org
Instructional paraeducators	Tessa Lofton Susan Newman Becky Smith	
Librarian	Melanie Moss	mmmoss@bluevalleyk12.org
Library paraeducator/Instructional Paraeducator	Patti Barackman	
Lunch Aides	Linda Ismert	
Music	Emily Fish	efish@bluevalleyk12.org
Occupational Therapist	Natalie Webb	nwebb@bluevalleyk12.org
Paraeducators	Linda Ables Naheda Abusalim Cory Carr Anne Dreiling Ana Dutta Susie Jacob Margaret Johnson Larry Jones Donna Knight Brie Putthoff Ginny Watermann Ginny Woody	
PE	Ryan Sperry	rsperry@bluevalleyk12.org
Psychologist	Deb Murray	dlmurray@bluevalleyk12.org
Reading Specialist	Jessica Doneske	jmdoneske@bluevalleyk12.org
Resource Teachers	Tim Brauer Ashley Grizzaffi Becky McGee Hannah Wurth	tbrauer@bluevalleyk12.org abgrizzaffi@bluevalleyk12.org brmcgee@bluevalleyk12.org hkwurth@bluevalleyk12.org
Social Worker	Lori Van Fleet	lvanfleet@bluevalleyk12.org

Spanish	Sandra Powell	sppowell@bluevalleyk12.org
Speech	Ann Hathhorn	ahenry@bluevalleyk12.org
Strings	Liz Copeland	ecopeland@bluevalleyk12.org

Emergency Safety Interventions

Emergency Safety Interventions (ESI)

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

ESI Restrictions

1. Use of ESI for purposes of discipline, punishment or for the convenience of a school employee, is prohibited.
2. A student shall not be subjected to an ESI if the school has received appropriate documentation from the student's licensed health care provider, stating the student has a medical condition that could put him/her in mental or physical danger because of an ESI. The written statement shall include the student's specific medical diagnosis, a list of reasons why ESI would be dangerous based on the diagnosis, and any suggested alternatives to ESI. A student may still be subject to an ESI if not using the ESI would result in significant physical harm to the student or others.

Campus Police Officers and School Resource Officers shall be exempt from the requirements of ESI when engaged in an activity with a legitimate law enforcement purpose. School security officers are not exempt from ESI requirements.

Seclusion

"Seclusion" occurs when a student is (1) placed in an enclosed area by school personnel; (2) purposefully isolated from adults and peers; and (3) prevented from leaving, or reasonably believes he or she will be prevented from exiting. All three conditions must be present for seclusion to occur. Use of "Time Out" where a student is temporarily removed from a learning activity without being secluded when used as part of a behavioral intervention is not considered an ESI.

Seclusion Restrictions

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

Restraint

"Physical restraint" occurs when bodily force is used to substantially limit a student's movement, except that consensual, solicited or unintentional contact to provide comfort, assistance or instruction shall not be deemed physical restraint. The use of "Physical Escort" or temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location is not considered an ESI.

Restraints Restrictions

1. The use of prone physical restraint, supine physical restraint, physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student's primary mode of communication is prohibited.
2. The use of chemical restraint, except as prescribed treatments for the student's medical or psychiatric condition by a person appropriately licensed to issue such treatments, is prohibited.
3. The use of mechanical restraint, except those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a certified law enforcement officer in carrying out law enforcement duties, and seat belts or other safety equipment when used to secure students during transportation, is prohibited.

School Documentation of Incidence

1. Each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following: a) date and time of ESI; b) type of ESI, c) length of time the ESI was used; d) school personnel who participated in or supervised the ESI; and e) whether the student had an IEP, 504 plan, or behavior intervention plan at the time of the incident.
2. All documentation shall be provided to the building principal, or principal's designee who will maintain the documentation and review the data at least quarterly.
3. The principal or designee will submit the documentation on the final day of the fall and spring semester of each school year to the Superintendent or his/her designee.
4. The District designee will report incidents of using ESI to the Kansas State Department of Education ("KSDE") as required.

Parent Notification and Documentation

1. The principal or designee shall notify the parent the same day as the incident. The same-day notification requirement is satisfied if the school attempts at least two methods of contacting the parents (i.e. phone and text, or phone and email).
2. A parent may designate a preferred method of contact to receive notification.
3. A parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.
4. Documentation of ESI shall be completed and provided to the parent within one (1) school day of the incident. The documentation will include: a) events leading up to the incident; b) student behaviors that necessitated the ESI; c) steps taken to transition the student back to the educational setting; d) the date and time of the incident, type of ESI used, duration of the ESI, and the school personnel who used or supervised the ESI; e) space or an additional form for parents to provide feedback or comments to the school regarding the incident; f) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and g) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items if the triggering issue necessitating the ESI's is the same.

5. Upon the first ESI each year, parents will be provided a printed copy, or upon written request, an email copy of: a) the ESI policy which indicates when ESI can be used; b) flyer of parent rights; c) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy), d) the complaint process of the state board of education; and e) information that will assist the parent in navigating the complaint process including contact information for Families Together and the Disability Rights Center of Kansas. Upon the second or subsequent incident, the parent shall be provided with a full and direct website address containing all such information.

6. If the school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint or mechanical restraint, including handcuffs, on a student, the school shall notify the parent the same day using the parents preferred method of contact. The school is not required to provide written documentation to the parent, nor document this law enforcement action as an ESI.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. The student may be invited to attend the meeting at the discretion of the parent.

The school shall hold this meeting within ten (10) school days of receiving the parent's request. The time for calling the meeting can be extended beyond the 10-day limit if the parent is unable to attend within that time period.

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

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

ESI Complaint Investigation Procedures

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

Annual Staff Training

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

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

Appointment of Designee

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

Board ESI Policy Notice

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

B.O.E. Adopted 12 Aug 2013

B.O.E. Amended 08 Sep 2014

B.O.E. Amended 10 Aug 2015

B.O.E. Amended 08 Aug 2016

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