

Liberty View Elementary School

Parent/Student Handbook

(913) 239-7700

(913) 239-7748 FAX

14800 Greenwood

Olathe, KS 66062

www.bluevalleyk12.org/lve

Dear Parents and Students,

Welcome to Liberty View Elementary. We are excited that you and your child are members of our learning community. The Liberty View Parent/Student Handbook is designed to provide helpful information about Liberty View's building practices, policies, and procedures. You may wish to refer to the handbook to answer general questions about our school. This handbook remains a work in progress and may be updated from time to time. If you have any suggestions for helpful updates, please let me know.

Our mission at Liberty View is to collaboratively support academic excellence and personal growth for every student. LVE educators are committed to working with students and families to ensure all students reach their optimal potential. Communication between home and school is essential in ensuring the best possible education for students. We encourage parents and staff to work together openly and frequently. Please feel free to communicate with me or the staff by telephone, e-mail or meetings. We value your suggestions, concerns, celebrations, and we recognize the importance of family involvement in student success.

Our families are committed to creating a positive school experience, and our Parent Teacher Organization plays an integral part in LVE's success. I encourage you to join the PTO in supporting our students and invite you to join the many opportunities to be involved in the LVE learning community.

We are looking forward to a wonderful school year soaring with the EAGLES!!!

Suzie Martin
Principal

Contents

Mascot:	4
Colors:	4
Important Phone Numbers	4
School Hours	4
Regular school hours	4
Daily School Schedule	4
Arrival and Dismissal	5
Bicycle Riders	5
Bus Riders	5
Car Line	5
Walkers	6
YMCA	6
Change in Transportation at Dismissal	6
Attendance	6
Late Arrival or Absences	7
Make-Up Work	8
Release of Students during School Hours	8
Inclement Weather Procedures	8
Cancellation of School	8
Dismissal Weather	8
Visitor Guidelines	8
Classroom Visits/Observations	9
Expected Student Behavior	9
Student Health and Safety	10
Illness or Injury	10
Medications	10
Hearing and Vision Screenings	10
Heat/Cold Guidelines	10
Nut Safer	11
Emergency Safety Interventions	11
Student Insurance	11
Safe Schools Plan	11
Drills	11

Weapons/ Weapon-Like Devices	11
Food Services	12
Breakfast and Lunch	12
Meal Payment Methods	12
Seating	12
Lunch Visitors	12
Communication	13
Respecting Learning Time	13
Contact Information	13
Webpage	13
School Email	13
Telephone	13
Cell Phone and Associated Personal Technology Guideline	14
Sneak Peek Night	14
Meet the Teacher Night	14
Parent/Teacher Conferences	14
Performance Reporting	14
Special Services and Programs	15
Band	15
Choir	15
Counseling	15
Gifted Program	15
Digital Media Center	15
Nursing Services	15
Strings	15
Special Education Programs (state mandated)	16
Specials Schedule	16
General School Information	16
Dress Code	16
Field Day	16
Field Trips	16
Lost and Found	16
Media Permission	16
PTO	17
Room Parents	17
School Directory	17
School Parties	17
School Supplies	17

Sending Money to School	17
Spirit Wear	18
Birthdays	18

Mascot:

Eagles

Colors:

Gold and Black

Important Phone Numbers

School Office:	239-7700
Attendance Line:	239-7705
School Fax:	239-7748
Principal	239-7715
School Nurse:	239-7713
Counselor:	239-7717
Cafeteria:	239-7703
Library Media Center:	239-7710

School Hours

Regular school hours

- Kindergarten through 5th Grade – 8:35 a.m. to 3:40 p.m.

Students may enter classrooms at 8:25 a.m.

Daily School Schedule

8:00 A.M.	School Office Opens
8:15	Appropriate Student Arrival Time
8:25	Students Go to Classrooms
8:35	Classes Start
11:00 - 11:30	Kindergarten Lunch
11:20 – 11:50	3rd Grade Lunch
11:40 – 12:10	2 nd Grade Lunch
12:25 – 12:55	4 th Grade Lunch
12:20 – 12:50	Kindergarten Lunch
12:45 – 1:15	5th Grade Lunch
3:25	Dismissal starts

Arrival and Dismissal

Bicycle Riders

Please exercise parental discretion about letting your children ride their bicycles to school. Carefully consider if your children are mature enough to exercise good judgment and if they have the physical skills needed to handle a bicycle safely.

- **All** bike riders must wear helmets.
- Bike racks are located immediately outside the **North** door. Bike riders must **stop** riding when they reach school property and walk their bikes to the bike racks. When going home students will walk their bikes until they are off school grounds and through all crosswalks.
- Bike riders are dismissed with walkers on the **North** side of the school. Please remind your children to yield to pedestrians.
- It is recommended that parents accompany students of all ages on a “practice ride” to and from school to make sure they understand the rules.
- Bicycles are the responsibility of the owner. Bicycles should be locked. Record the serial number of the bicycle and keep it in a safe place at home.
- Skateboards, roller blades, and scooters may not be ridden on school property and we have no way of securing the items for students.

Bus Riders

Bus service is provided free to students who live more than 2.5 miles from the school. All others must pay a fee for bus service before and after school. Bus service is provided by Durham School Services. They may be contacted for additional information at (913) 681-2492. Busses will park to unload and load students in the bus loop SOUTH of the main circle drive. All students will be supervised for bus loading and unloading. Bus riders should obey all bus and safety rules. Students will enter and exit the building using the far south doors.

Car Line

ARRIVAL

- All vehicles should enter school property from the far north drive.
- All vehicles should enter the circle drive and proceed to the far south end of the circle drive.
- Parents should remain in their cars at all times while in the circle drive car line.
- Once a car has come to a complete stop, students should exit vehicles from the passenger side only.
- Parents and students should never exit the vehicles and walk in between cars while in the car line. If a parent wants to help the student from the vehicle, they should park the car in the lot and use the appropriate cross-walks to the building.
- Vehicles will depart school property at the south exit.
- For the safety of everyone, slow speed should be used on and around school property.

DISMISSAL

- All vehicles should enter school property from the far NORTH drive.

- The entire circle drive will be used for pick-up of students. Please follow the carline all the way to the SOUTH end of the circle. Your child will then walk to your car and should enter the vehicle on the passenger side only. Students will be organized by grade level. Grade level waiting areas will be designated by a large number in the front windows of the school.
- Parents and students should never exit the vehicles and walk in between cars while in the car line. If a parent wants to help a student into the vehicle, they should park the car in the lot and use the appropriate cross-walks to the building.
- Vehicles will depart school property at the SOUTH exit.
- For the safety of everyone, very slow speed should be used on and around school property.
- Parking on nearby streets and having students come to cars **should not be done**. This creates traffic problems and is not safe for students.

Walkers

Any students walking to and from school who need to cross Greenwood Street should cross at the designated crossing area on the North side of the building under the supervision of the crossing guard. While walking to and from the building, students should stay on the building side of the double yellow lines. If entering the school, students should use the main door entrance.

Students who live to the south of the school AND on the west side of Greenwood Street should use the crosswalk near the bus loop.

At dismissal, walkers will exit through the NORTH door near the bike racks. Parents should meet their walkers at the NORTH exit, then cross at the NORTH exit crosswalk. Students whose parents choose to park in the lot at arrival and dismissal should be escorted by their parents to and from the NORTH side of the building. One exception to this is the students who live south of the school and west of Greenwood Street. Those students will be dismissed with the bus riders on the south side of the building and should use the crosswalk near the bus loop.

YMCA

The YMCA offers a before and after school child care program in our cafeteria for parents who need to have their children at school before 8:15 a.m. and/or after 3:40 p.m. For more information and rates, contact the Johnson County YMCA at 913-345-9622.

Change in Transportation at Dismissal

For the safety of your children, if there is a change in the regular mode of transportation, parents must inform the school in writing through a note, fax or e-mail. We do not allow change in transportation requests made through telephone calls later than 3:00pm.

Attendance

School attendance is essential to good classroom performance. However, for the welfare of your child and others, please keep your child at home if signs of illness are evident. Please call the school if your child will be absent or arriving late.

Late Arrival or Absences

If your child is going to be absent or late to school, **call the school absence line at 239-7705 or logon to the school website or ParentVue to enter absences before 9:15 a.m.** Please leave a voice message stating your child's name, grade level, teacher, reason for absence and a parent's daytime phone number. The link on the school's website allows entry of the same information and may be used to notify the office of an absence. Parents will be contacted regarding students who are absent from school and have not left a message relaying the reason for their absence. **Please let the office know even if you have notified the teacher of the absence.**

The first bell rings at 8:25 and that is when students will be allowed to enter classrooms. The bell signaling the start of school is 8:35. All students arriving after 8:35 need to be escorted into the office and signed in. The tardy will not be excused if the student is not escorted in by a parent. Excessive tardiness will result in a scheduled parent conference with the principal. An intervention plan may be written to assist the family.

Absences are coded **excused** after the school is notified by the parent and given a reason for the absence. Otherwise, the absence is coded as **unexcused**. Students are not permitted to call in their own absences.

Excusable absences - excusable reasons for absence from class include:

1. Student illness.
2. Serious illness or death of a family member.
3. Extreme emergencies requiring a student's service or presence at home.
4. Obligatory religious observance of the student's faith.
5. Participation in a school approved student activity.
6. Family vacations arranged in advance with the school administration. Families are urged to take vacations during times when school is not in session.
7. Necessary appointments that cannot be made outside of the school day.
8. Personal matters.
9. Upon prior written request by the student's parent, an absence may be considered excused upon approval of the school principal. The decision will be based upon consideration of the reason(s) for the absence and probable effect of the absence on success in school.

If it appears that absences are becoming excessive, the principal shall schedule a parent conference to determine the nature of the concern. A plan may be designed to help improve attendance.*** The law in Kansas (K.S.A. 72-1113) states that students are truant when they have three (3) unexcused absences in a row, five (5) unexcused absences in a semester or seven (7) unexcused absences in a school year.

If a child is absent, they may not participate in any school activities that day without administrator approval.

Make-Up Work

Normally, missed work will be made up when the student returns to school. With the consent of the classroom teacher, special arrangements may be made for make-up work during the absence. Please request work by 9:00 am and make arrangements to pick it up after school in the office or designate another student to retrieve the work.

Release of Students during School Hours

If your child needs to leave school before the end of the school day, you must go to the office and sign your child out. The office will call the teacher to send the student to the office. Please do not go directly to your child's classroom to pick him or her up. If possible, please send a note or email your child's teacher ahead of time so he or she can be prepared to dismiss your child with needed papers and information.

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

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

Inclement Weather Procedures

Cancellation of School

Should school need to be canceled due to inclement weather or an emergency, announcements will be made on all major television and radio stations. 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 or through ParentVue. Days canceled due to weather will be made up at the end of the school year (see District calendar). In case of any situation requiring evacuation of the building, we will move the students to Morse Elementary School for pick-up.

Dismissal Weather

If the weather conditions are dangerous, i.e., severe lightning (within a 15-mile radius as noted on our lightning detector system), blizzard conditions, etc., at the 3:40 dismissal time, students will be held in the building until an all-clear is issued.

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

Visitor Guidelines

All exterior doors at LVE will be locked during the school day and all visitors, including families, will need to use the buzz-in entry system. Visitors will be asked to use the outside intercom and security camera to show their government-issued ID or Blue Valley Schools

Photo Identification Badge and share the purpose of their visit before being “buzzed in.” Once inside, visitors will continue to sign in at the office and wear a visitor badge while in the school.

Main entrance doors will be unlocked for a short period of time during arrival and dismissal. Staff are asked to assist with building security by making sure all doors to the outside stay closed and locked throughout the day.

All staff are required to wear a Blue Valley Schools Photo Identification Badge while onsite at any district facility. Staff members who misplace or damage their badge will need to contact the Safety and Security Department at District Office to secure a replacement.

Classroom Visits/Observations

Providing and ensuring quality, uninterrupted instructional time for students and staff is very important at Liberty View Elementary.

1. Classroom visits by parents/legal guardians are allowed under these circumstances:
 - a. To attend an event such as a party or a play.
 - b. To conference with the teacher in the classroom when other students are not present. Conferences during school day hours must be prearranged.
 - c. To be a classroom volunteer. The teacher must prearrange and approve the volunteer’s tasks and schedule. Volunteers must follow all guidelines outlined by the principal.
2. To make classroom observations during instructional time, requests and approvals must be processed through the principal in advance. The principal reserves the right to accompany the parent to the classroom and to limit the observation to no more than one hour. Observations will not be scheduled during student assessments.

Expected Student Behavior

Liberty View students are expected to practice the Blue Valley virtues: respect, responsibility, compassion, honesty, courage, perseverance, and self-discipline. While students are expected to honor school and classroom commitments at all times, staff recognizes self-discipline is a lifelong learning task. As children develop through the elementary years, they are learning how to treat others and how to meet their needs in positive ways. Sometimes students may have missing or under-developed social, emotional and executive thinking skills that need to be taught to achieve expected/helpful behavior. We feel it is very important that children process and problem-solve with school staff and parents to identify unexpected/hurtful behavior, learn the missing skills and promote the use of expected/helpful behavior in the future. Parents will be contacted by school staff to inform them of the unexpected/hurtful behavior and the plan to teach missing skills and promote expected/helpful future behavior.

When teachers, students or parents report incidents contrary to expected/helpful behaviors, those incidents are investigated and documented by school staff. Typically, students reported as being involved in unexpected/hurtful incidents are interviewed by school staff individually. In addition to processing the incidents and teaching missing skills, natural consequences for actions that have hurt others/school property will prevail. Consequences will be developmentally appropriate and may include a loss of privileges, in-school suspension, out-of-school suspension, and parent conference.

Student Health and Safety

Illness or Injury

A school nurse is assigned to our health room at Liberty View. If a child is injured or becomes ill at school, he/she will receive first aid and the parent will be notified if the child is to go home or requires medical attention. Our nursing station phone number is 239-7713. It is imperative that you keep all work, home and emergency phone numbers current at the school. Please call the office (239-7700) with any changes or updates or make the updates online through ParentVue.

In the event the parent cannot be reached, we will call the contact numbers you have provided. No child is sent home until the parent or designated person is notified and assumes the responsibility. The child must be signed out in the office.

****A child must have a normal temperature of 98.6 for 24 hours before returning to school. A child should be symptom free without the assistance of medication for 24 hours before returning to school

Medications

If your child requires prescription medication while at school, we must have a physician's order to give that medication. A new physician's order is required if any changes are made in medication or dosage and also each new school year. All medication to be taken at school must be left in the nurse's office and must be in the original prescription container.

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

Hearing and Vision Screenings

Screenings are conducted annually on Pre-K, kindergarten, 1st, 2nd and 5th grade students. 4th grade students will only have vision screening. Parents can request these screenings at any time if there is a concern.

Heat/Cold Guidelines

We consider it important for children to have an opportunity to play outdoors during the day. If a child is to remain inside for health reasons, we must have a note. Because of the role humidity plays in this area, it is difficult to give an exact degree setting at which we keep students in the building rather than outside for recess or Physical Education. The

following guidelines help us monitor student participation in outdoor activities: If the temperature/heat index reaches 100 degrees, recess and P.E. will be held inside. Temperatures upwards of 95 will be monitored i.e. recess may be shortened or indoor. If the temperature/wind chill is below 10, students will be kept inside. If the temperature/wind chill is in between 10 and 20, outdoor recess will be limited or recess will be held inside. Students should come prepared with warm clothing/coats.

Nut Safer

The nut safe list is just a guideline and not a guaranteed nut free list. We ask that you continue to be diligent in reading labels to ensure you are not sending snacks containing nuts with your child. Please send snacks from the nut safe list (check labels too), fruits or vegetables. Absolutely no peanut butter, peanuts or nuts will be allowed to be eaten as snack in the classroom. You can refer to this list on our LVE homepage at any time.

Emergency Safety Interventions

District personnel may use seclusion and/or physical restraint 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. For guidelines on the use of ESI, please see <https://www.bluevalleyk12.org/Page/34409> or see Appendix at end of this document.

Student Insurance

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

Safe Schools Plan

A SAFE SCHOOLS PLAN is in place which follows district guidelines. All visitors must report to the office. If a potentially dangerous situation should occur, an emergency plan designed to keep children out of "harm's way" will be immediately implemented and the police will be called. With the exception of the main front doors, all doors to the building are kept locked at all times. In the event we must evacuate the school, Liberty View students will be moved to Morse Elementary. Any decision to relocate will be made based upon the safest resolution for students and staff. Parents will be notified and kept informed of the situation. It is recommended that parents enroll in the Blue Valley Alert program via the district web site, www.bluevalleyk12.org.

Drills

Fire, storm and lock-down drills are conducted throughout the year. The civil defense warning system informs school personnel about severe weather. During a tornado warning all children are taken to the designated storm shelter areas and kept there until an "all clear" is sounded. Several internal classrooms are designated as a storm shelter in our building. Doors will be secured during each drill.

Weapons/ Weapon-Like Devices

Board Policy 35-16 addresses the possession of a "weapon" or a "weapon-like device" on school property. It is essential that both parents and student realize that this policy applies 24 hours a day, 7 days a week, and 365 days per year, (even during the summer or other

vacation times). Students who possess such items on district property at any time can suffer district expulsion or other appropriate school consequences. Depending on the issue law enforcement officials may also be involved. Per Board Policy 35-16, “weapon-like devices” include, but are not limited to: any facsimile weapon, pocket knife, box cutter, antique firearm, Class C common fireworks, etc. This does include pellet guns, b-b guns and paint guns.

Food Services

Breakfast and Lunch

Liberty View Elementary participates in the National School Lunch and Breakfast Programs. The District’s goal is to serve nutritionally adequate and moderately priced meals.

Breakfast is available in the cafeteria at 8:00 a.m.

Lunch is available at school with the option of 3 hot entrees, 2 cold entrees, or a peanut butter and jelly sandwich. Fruit and vegetable selections vary daily. White and chocolate milk and 100% fruit juices are available as beverages.

Menus can be found on the District website: www.bluevalleyk12.org.

Meal Payment Methods

Lunches are paid for with a pre-paid account through the cafeteria. Parents are encouraged to pay for meals through the online Fee and Meal Payment System. This system allows parents to see the most recent meal account balance, receive email notifications when the balance falls below a chosen balance and to make payments into the account. To access the system you can use your Blue Valley ParentVue site, www.bluevalleyk12.org. Payments may also be sent to school in an envelope listing the student’s first and last name, and the words LUNCH MONEY written on it. Checks should be made payable to Blue Valley Food and Nutrition Services or BVFNS. Purchases are deducted from the student’s account each day a meal is purchased. Meal prices can be found online.

Applications for free and reduced price meals are available at enrollment and in the office. Completed applications should be returned to the Food Service Office or your school office. The identity of students receiving free or reduced meal prices is confidential.

Seating

Students will be able to sit at tables designated for their grade level.

Lunch Visitors

Parents may join their child for lunch on any day. Parents may bring in lunch or purchase a lunch in the cafeteria. Adult visitors who plan to have lunch with students at school need to be:

- Parents/legal guardians or

- Listed as an emergency contact for the student (can be changed and checked on ParentVue) or
- The office must be notified of the expected visitor by a parent/guardian and will check ID when the visitor arrives at school. To notify the office of a lunch visitor, please call 239-7700.

All visitors should check-in at the office and get a visitor's sticker, then go to the cafeteria to join your child when their class arrives. Guest tables have been set up so the parent and child may sit together so as not to displace another child from the class's assigned lunch table. Students may invite one additional student to join them at the visitor's table. Visitors are prohibited from bringing food for any student other than their own.

Communication

Respecting Learning Time

As you would expect, teachers are teaching and students are learning at school. Unless it is urgent, teachers cannot be interrupted during instructional times. You may either email the teacher or call the office to have a message taken and the teacher will contact you at the earliest possible time.

Contact Information

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

Webpage

Our school web page is an excellent source of information about our school and upcoming events. There is an on-line link to our school newsletter, school calendar, as well as links to teachers' web pages. You can access our web page at www.bluevalleyk12.org/lve.

School Email

Our school communication is sent weekly to all mailboxes on file in our system. It contains important information you'll not want to miss and is an excellent source of information about what's going on at your school. If you do not have computer access and wish to receive a hard copy of our newsletter, please contact our office and we will send one home with your child.

Telephone

Students are allowed to use the telephone with 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.

Cell Phone and Associated Personal Technology Guideline

In an effort to provide the most effective learning spaces possible, the following guidelines are in effect concerning personal cell phones and associated personal technology devices (CP/PTD) at the elementary school level:

- CP/PTDs are defined as any device designed for personal communication, digital information transfer, or electronic gaming/play.
- CP/PTDs are not allowed to be in use by elementary school students during the school day. The school day is defined as anytime the student is on campus property on a day in which school is in session.
- CP/PTDs are to be kept in backpacks out of sight and are to be powered off.
- Should the need arise for a student to contact parents during the school day the main office phone or the classroom phone should be used for such a call.
- Should the need arise for parents to contact their child, the main office phone should be used for such a call.
- CP/PTDs may be used by the student only at the request of the classroom teacher or other staff member.
- CP/PTDs used to monitor identified student health needs such as blood sugar levels are allowed and must be approved by the principal.

Students that offend the policy will be required to give their device to the principal. The device may be picked up by the parent from the office.

Sneak Peek Night

Sneak Peek night is held before the first day of school. Check the school calendar on our [website](#) for date and time. Parents and students will have the opportunity to drop-off supplies and meet their teacher for the new school year.

Meet the Teacher Night

Back to School Night is held the second or third week of school. Check the school calendar on our [website](#) for date and times. Parents (**Parents only – No children**), as a group, attend a session to meet their child's teacher in their classroom to get an overview of the year and what is expected. Multiple sessions are held so parents with more than one child can meet all the teachers. This is also where parents will have the opportunity to sign up for classroom events during the school year: classroom party assistants, party snacks and crafts, chaperone volunteers for field trips, etc.

Parent/Teacher Conferences

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

Performance Reporting

Our school year is divided into four quarterly reporting periods. Student quarterly report cards will be posted to ParentVue accounts near the end of each quarter; please check your Liberty View calendar for exact dates. Fall and spring conferences are scheduled for parents and teachers to jointly share and discuss student progress.

Special Services and Programs

Band

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

Choir

Students in the fifth grade may participate in the Liberty View Elementary choir second semester. The choir meets once a week and performs at school functions and area musical events.

Counseling

Liberty View Elementary 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.

Gifted Program

Students identified as gifted, receive services based upon an Individualized Education Program. In addition to the individualized curriculum, there is a group curriculum where students work together to learn skills which will enhance their intellectual growth. These include process skills (problem solving, critical and creative thinking, research skills, and technology skills), social-emotional skills, and exploration and extension activities. The individual and group curricula occur within the gifted education classroom. The gifted education teacher also consults with regular classroom teachers to assist with instructional ideas to enhance the general education curricula for gifted students.

Digital Media Center

Our library is a digital media center that provides a variety of opportunities to foster literacy throughout all grade levels. 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.

Nursing Services

A full-time R.N. is available to students to administer first aid, medications and provide health education. If you have any questions, please contact the school nurse at 913-239-7713.

Strings

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

Special Education Programs (state mandated)

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

Specials Schedule

Art, Computer/STEAM, R.E.A.L., Physical Education, Music and Spanish are our Specials classes. Each day of the week will be given a color. Your child's classroom teacher will provide you with their special's schedule once school begins.

General School Information

Dress Code

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

Field Day

Field Day is a fun event held at the end of the school year for all students at Liberty View. Different types of physical exercises are held outside for an hour block of time. Students will need P.E. clothes and tennis shoes for these active events. Parents are responsible for putting sunscreen on their children for this outdoor event.

Field Trips

Field trips occur periodically throughout the year. Classroom trips are in conjunction with curriculum units or activities and are designed to be fun and educational.

Lost and Found

A box for lost articles is located in the cafeteria. Students or parents may check the box at any time for lost articles. Marking your child's clothes, lunch boxes, and personal items is the best way to assist in locating your child's items. All unclaimed items will be donated to charity on the last day of the month.

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.

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 of their child's school.

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

PTO

The Liberty View Parent Teacher Organization is a volunteer group made up of parents and staff members whose common goal is to enhance the learning environment of the students at the school. Many different functions are sponsored by the PTO that will benefit the entire school community. All parents are encouraged to attend the PTO meetings and know that suggestions are welcome.

Room Parents

Each classroom has volunteer parent/parents that act as the coordinator of events between the teacher and the parents. The room parent(s) organizes the classroom parties including crafts, games, and snacks (from the nut safer approved snack list) and any other parent-related effort that the teachers require.

School Directory

PTO distributes a directory to the families who join PTO. Permission to be included in the directory is given during online registration.

School Parties

There are three parties scheduled and arranged by the teacher and room parents: Fall, winter and Valentine's Day. At the fall party the students can dress in costume (changing at school into costume); non-violent themes are strongly encouraged; any weapons or weapon look-a-likes are prohibited.

School Supplies

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

Sending Money to School

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

Spirit Wear

Spirit wear are items that are available from the PTO for students and their families to purchase to show their pride in being a Liberty View Eagle. Items vary from year to year with regard to interest. Items can include T-shirts, (short and long sleeve) sweatshirts, hoodies, zip hoods, lounge pants, and shorts, water bottles, pens, etc.

Birthdays

Birthdays are very special times for our children and as such, the school will celebrate by providing children with special recognition throughout the day and throughout the school. To preserve instructional time and avoid any food-related issues, parents should save birthday treats for home celebrations. No birthday treats will be distributed at the school. In addition, birthday invitations must be distributed outside of school to preserve instructional time and avoid hurting student's feelings. Student addresses can be found in the school directory.

EMERGENCY SAFETY INTERVENTIONS

3522

Emergency Safety Interventions (ESI)

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

ESI Restrictions

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

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.

EMERGENCY SAFETY INTERVENTIONS

3522

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.

EMERGENCY SAFETY INTERVENTIONS

3522

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.

EMERGENCY SAFETY INTERVENTIONS

3522

ESI Complaint Investigation Procedures

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

Annual Staff Training

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

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

Appointment of Designee

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

Board ESI Policy Notice

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

B.O.E. Adopted 12 Aug 2013

B.O.E. Amended 08 Sep 2014

B.O.E. Amended 10 Aug 2015

B.O.E. Amended 08 Aug 2016

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

EMERGENCY SAFETY INTERVENTIONS

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6. 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.
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Appointment of Designee

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