

# Keysor Family Handbook 2023-2024



## Breakfast and/or Lunch

Please fill out an application to see if your family qualifies for free or reduced meal benefits. [Click here to access the application for free or reduced meal benefits.](#)

The Kirkwood School District's Food Service Operation is modeled to be financially self-sustaining with the goal of breaking even. The District's goal is to ensure that all students have access to fairly priced, quality, safe, nutritious, tasty, and balanced meals that meet or exceed the USDA guidelines.

**Meal Prices for the 2023-2024 School Year:** Student Breakfast Price is \$2.50, Elementary Lunch Price is \$3.35, and Milk only is \$0.70.

Students are able to buy lunch and milk at school, buy a milk only, or bring a lunch and drink from home. Students may not share food.

## My School Bucks

The Kirkwood School District expanded the use of **My School Bucks**, which was used for online lunch payments, to include iPad and laptop insurance fees, activity fees, etc.

If you currently have a My School Bucks account, you can log in and access the school store at the top of the page.

You may create a free account if you do not have a My School Bucks account. You will need each student's identification number to create accounts.

To pay for iPad or laptop insurance, lunch fees, and activity fees through your **MySchoolBucks.com** account:

- Log in to **MySchoolBucks.com** or create a free account.
- Click School Store at the top of the page and select Browse All Items
- Choose the Store Item and add it to your cart
- Check out!

Parents can also download the MySchoolBucks" app to set up an account and make payments. Those who prefer not to use our online payment option can pay via cash or check, working directly with Keysor.

## Dropping off Lunches and Other Student Items

If you need to drop something off for your child (lunch, jacket, etc.), ring the front bell. We will admit you to come to the front office and drop off any materials your child may need.

## Birthday Celebrations

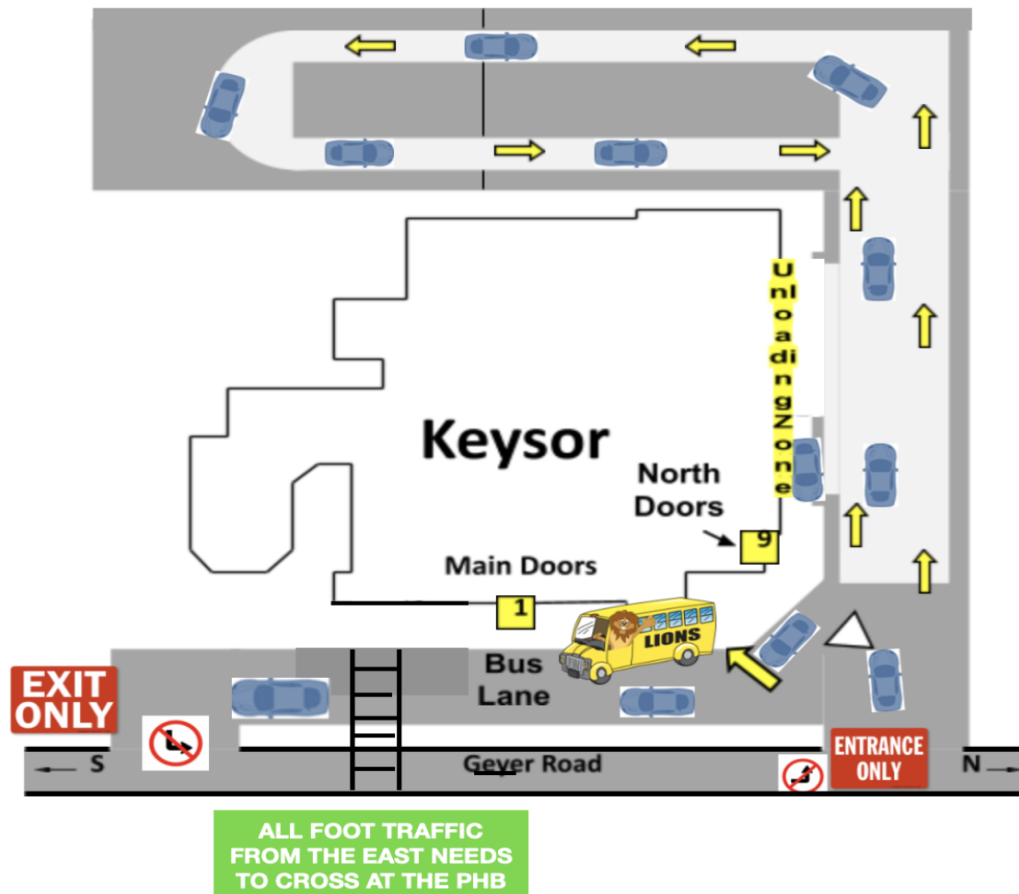
Please do not send in treats for your child's birthday. Ask your classroom teacher about other fun ways to celebrate your child's birthday at school, even if they have a summer birthday! Please do not send in birthday party invitations to school unless every child in the classroom is invited.

## Nurse Kari

Our fabulous school nurse, Kari Kopp, is Keysor's go-to person for health issues. Please contact her with any medical information concerning your child at 314-213-6100, ext. 2030.

## Arrival Procedures

Car Rider Drop Off: **Cars may NOT turn left into the lot during school hours.** As you arrive, please drive around the back of the building. Students may get out on the right side of the car once you reach the north side of the building. All car riders need to enter Keysor through Door 9. There will be lots of staff members outside to direct students. Once your child is safely out of your car, please follow traffic around the front and exit campus. **Cars may NOT turn left out of the lot during school hours.**



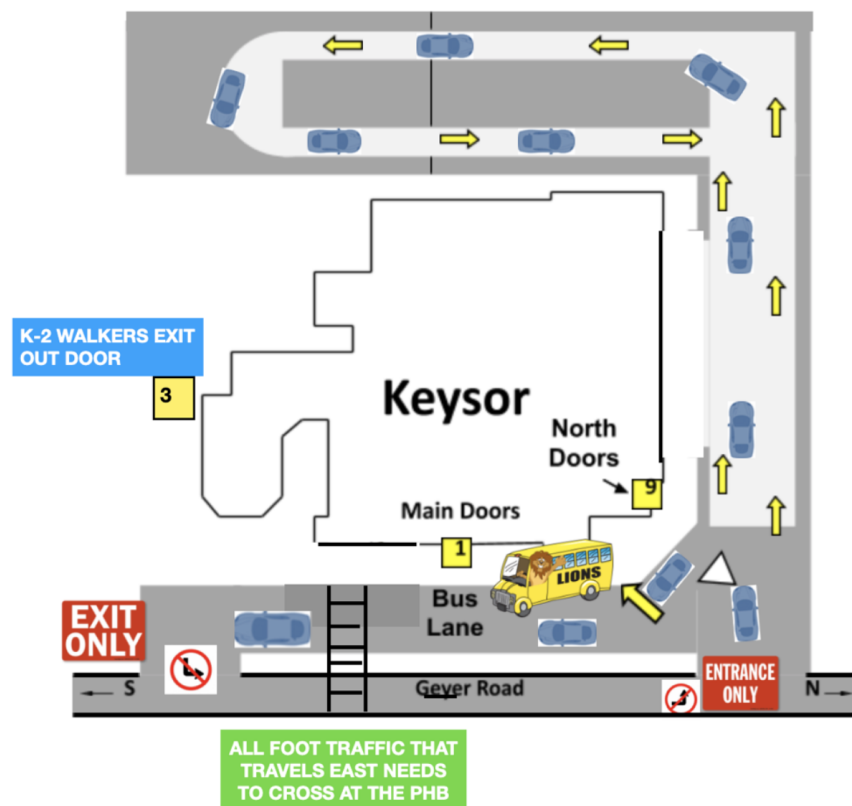
Students who walk and ride their bikes: Students should arrive between 8:25 and 8:35 if they are walkers or bikers. Walkers and bike riders should park their bikes at either the south or north rack, depending on where they travel. **All foot traffic from the east should cross Geyer at the Pedestrian Hybrid Beacon (crosswalk) directly in front of Keysor!** Please note that crossing guards are not out before approximately 8:15 am every morning.

Bus riders: As buses arrive, staff members will welcome students into the building. Students will go straight to class, or breakfast if necessary.

## Dismissal Procedures

Car Rider Pick Up: At Meet the Teacher night, you need to grab a car rider sign to place hang from your rearview mirror. Directions on how to fill out the sign-out are on the back. Make sure the sign is displayed in the car that is picking up!

**Cars may NOT turn left into the lot during school hours.** When you arrive, please pull around the back of the building. A staff member will put your child's name on our list, and they will come down to the pickup door (Door 8). You will follow the lane around until your child is released & loaded into the car. Once your child is secured in the vehicle, a staff member will direct your row to pull forward and exit the lot. **Cars may NOT turn left out of the lot during school hours.**



Walkers & Bike Riders: Walkers and Bike Riders will be dismissed at the dismissal bell. All K-2 walkers, bikers, and anyone meeting an adult or older sibling should use door 3 to exit and meet.

Bus Riders: Bus riders will be dismissed by grade level. Please note that only bus riders are permitted to ride the bus—meaning non-bus riders may not ride the bus home with a friend.

## Absences and Late Arrivals

If your child is tardy or absent from school, please notify the office as soon as possible by calling 314-213-6120. Please include the following information when leaving a voicemail or sending an email.

- Parent/Guardian's first and last name
- Child's first and last name
- The reason for the absence or late arrival
- Parent/Guardian phone number

If your child is absent from school and we have not heard from you, we will call you to verify your child's absence.

### **Early Dismissal**

Please call Keysor directly before 3:00 pm at 314-213-6120 if you are requesting an early dismissal for a student or to make a change in how your student will be going home.

### **Attendance Reporting Policy**

As per KSD policy, part of our responsibilities at school is to monitor and keep families notified of how many days kids miss and/or are late to school, regardless of the reason. Every four to six weeks, we run attendance and tardy reports and begin to notify parents of absences of 5, 10, or 15+ days, again, regardless of reasons. We also notify families of excessive tardies. This is just a notification. If we have bigger concerns, we will be reaching out and offering support. And it goes both ways; if you receive a letter stating higher-than-expected tardies or absences and need any assistance or problem-solving, call our school counselors, Whitney Mitchell or India Howard.

### **Signing Students In if They Are Late**

If your student arrives at school after 8:40 am, they will be marked tardy. If your student arrives between 8:40 am - 9:00 am, they will need to sign in at the office. After 9:00 am, you will need to come into the office to sign them in.

### **Signing Students Out During School Hours**

If you need to sign your child out of school during the school day, call the office at 314-213-6120 and let us know you are on your way. We will call your child to the office to wait for you. When you arrive, ring the bell, and the office staff will buzz you into the office to sign your child out. Please tell anyone that is signing your child out to be prepared to show identification.

### **Specials Classes**

Music, Physical Education (PE), Art, and Library are special area classes each class visits. Second grade will also have Health/Wellness in their classrooms as part of their specials rotation due to six sections. Grade levels will be on different specials rotations based on the number of classes per grade level. You will receive a specials schedule for your child's class at the beginning of the school year.

**For additional information, please refer to the following websites:**

[Keysor Website](#)

[Kirkwood School District Website](#)