



K I R K W O O D
S C H O O L D I S T R I C T

2023-24 Middle School Family Handbook

Our Mission

To equip students with the skills, knowledge, and understanding to be empathetic, successful, and to value all people.

Our Vision

Every student -- engaged, empowered, and ready for success.

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Kirkwood Middle Schools

Nipher

700 S. Kirkwood Road

Kirkwood MO 63122

Principal: Laura Havener

laura.havener@kirkwoodschoools.org

Assistant Principal: Kelly Dickinson

kelly.dickinson@kirkwoodschoools.org

Assistant Principal: Nathan Alwood

nathan.alwood@kirkwoodschoools.org

Phone: 314-213-6180

Fax: 314-213-6178

Website: [Nipher Middle School](#)

North Kirkwood

11287 Manchester Road

Kirkwood MO 63122

Principal: Dana Liberton

dana.liberton@kirkwoodschoools.org

Assistant Principal: Jordan Hohm

jordan.hohm@kirkwoodschoools.org

Assistant Principal: Jennifer Hoell

jennifer.hoell@kirkwoodschoools.org

Phone: 314-213-6170

Fax: 314-213-6177

Website: [North Kirkwood Middle School](#)

The Kirkwood School District does not discriminate on the basis of sex, race, religion, age, national origin, handicap, or disability in admissions to, or treatment of employment in its programs and activities. Any person having inquiries concerning the District's compliance with Title IX, Section 504 for student issues should contact Dr. Matthew Bailey, Assistant Superintendent of Student Services, at 314.213.6106. For employee issues, contact Dr. Howard Fields, Assistant Superintendent of Human Resources, by calling 314.213.6103.

Guide for Addressing Concerns

Classroom Concern:

- Contact Teacher; if not resolved...
- ...Contact School Principal; if not resolved...
- ...Contact District Administrator; if not resolved...
- ...Contact Superintendent of Schools; if not resolved...
- ...Contact a School Board Member.

School Concern:

- Contact School Principal; if not resolved...
- ...Contact District Administrator; if not resolved...
- ...Contact Superintendent of Schools; if not resolved...
- ...Contact a School Board Member.

District Concern:

- Contact District Administrator; if not resolved...
- ...Contact Superintendent of Schools; if not resolved...
- ...Contact a School Board Member.

School Board Concern:

- Contact a School Board Member.

If you cannot determine who to call, contact the District office at 314.213.6100

District Administrative Staff

Turner Administrative Service Center, 1099 Milwaukee Street

Superintendent:

Dr. David Ulrich 314.213.6100 extension 7 8 0 1

Assistant Superintendent Student Services

Dr. Matthew Bailey 314.213.6100 extension 7 8 1 9

Assistant Superintendent Curriculum & Instruction:

Dr. Liz Grana (Interim) 314.213.6100 extension 7 8 1 2

Assistant Superintendent Human Resources:

Dr. Howard Fields 314.213.6100 extension 7 8 0 4

Chief Financial Officer:

Mike Romay 314.213.6100 extension 7 8 2 5

Chief Communications Officer:

Stephanie Deidrick 314.213.6100 extension 7 8 5 1

Executive Director Diversity, Equity, and Inclusion

Dr. Jeremy Mapp 314.213.6100 extension 7 8 1 3

Executive Director Multi-Tiered Systems of Support (MTSS):

Elizabeth Lock 314.213.6100 extension 7 8 2 7

Director Special Education:

Dr. Taneal Davis 314.213.6100 extension 7 8 1 5

Director Instruction & Professional Learning:

Dr. Liz Grana 314.213.6100 extension 7 8 2 3

KIRKWOOD SCHOOL DISTRICT 2023-24 SCHOOL CALENDAR

August 7 - 11	New Teacher Orientation
August 14 & 21	Teacher Work Days
August 15	District Workshop (Opening Day)
August 16 - 17	Staff Development Day – NO SCHOOL FOR STUDENTS
August 22	FIRST DAY OF SCHOOL FOR K THRU 12 STUDENTS
September 4	Labor Day Holiday – DISTRICT CLOSED
September 25	NO SCHOOL FOR STUDENTS
October 19	End of First Quarter
October 20	Teacher Work Day – NO SCHOOL FOR STUDENTS
October 23	Records Day – NO SCHOOL FOR STUDENTS
November 7	Staff Development – NO SCHOOL FOR STUDENTS
November 22	NO SCHOOL FOR STUDENTS
November 23 - 24	Thanksgiving Recess – DISTRICT CLOSED
December 20	End of First Semester
December 21 - January 1	Winter Recess – DISTRICT CLOSED
January 2	Records Day – NO SCHOOL FOR STUDENTS
January 3	Staff Development Day – NO SCHOOL FOR STUDENTS
January 4	School Resumes
January 15	Martin Luther King Day – DISTRICT CLOSED
February 16	Staff Development Day – NO SCHOOL FOR STUDENTS
February 19	Presidents Day – DISTRICT CLOSED
March 8	End of Third Quarter
March 15	Staff Development Day – NO SCHOOL FOR STUDENTS
March 18 - 22	Spring Recess – DISTRICT CLOSED
March 25	NO SCHOOL FOR STUDENTS
March 26	School Resumes
April 2	Staff Development Day / Election Day – NO SCHOOL FOR STUDENTS
April 19	Teacher Work Day – NO SCHOOL FOR STUDENTS
May 23	LAST DAY OF SCHOOL FOR STUDENTS
May 24	Teacher Work Day
May 27	Memorial Day – DISTRICT CLOSED

Calendar dates are subject to change. Please check your school's website for specific calendar information.
Schools may conduct conferences on additional days and or during evening hours

The ABC's of Middle School

A

ACADEMIC INTEGRITY

Academic integrity is demonstrated by students when the ideas and the works of others are properly cited and respect for the learning process is maintained. In an era of artificial intelligence (AI), the lines around what is acceptable may be blurred. The following guidelines will help provide direction when using AI in schools.

- Students are responsible for their own work. This means the use of an AI tool to generate a response to an assignment and claim it as their own is considered plagiarism.

Artificial intelligence, when used responsibly and appropriately, can play a role in the learning process. There will be a wider range of learning resources available to students as technology advances. When using these resources, it's important that student maintain credibility and honesty in their work.

- Students should cite all sources that they use, including AI-generated sources. This includes giving credit to the AI program or algorithm that generated the source, as well as any other sources that were used in the creation of the work.
- Students should be transparent about their use of AI in their work. This means that students should identify any AI-generated content used in their work, and they should explain how it was used.
- Students should be aware of the potential for AI to be used to cheat or plagiarize. If a student is unsure whether or not their use of AI is fair and honest, they should ask their teacher for guidance.

By following these guidelines, students can help to create a fair and honest learning environment in the age of artificial intelligence.

ASSEMBLIES

Assemblies will be held at various times throughout the school year. The purpose of assemblies is to give students an opportunity to perform as well as see the talents of their peers. Some assemblies will feature groups from outside our school. Appropriate behavior is expected. Student attendance at assemblies is viewed as a privilege.

ATTENDANCE

Reporting an Illness or Absence:

If a student is ill, parents are asked to call their school's main office as early as possible after 7:40 a.m. In order for a student to be excused, a parent or guardian must call or write a note. Any student who has been ill should not return to school until his or her temperature and or other symptoms (diarrhea or vomiting) have subsided for 24 hours. Parents are asked to call in each day your child will not be attending school. Students must be at school to attend any after-school activity or ceremony.

Tardiness to Class During Day:

Students are expected to be in all their classes on time. Teachers and staff sending students late to their next class should provide the students with a pass. Students who are late to class without a pass will be admitted to class and counted as tardy.

Consequences (per quarter):

1. Offense 1 through 3: Teacher discretion (may include a detention).
2. Offenses 4 through 5: A detention will be assigned by the teacher and will be served in the ISS (in-school-suspension) room from 3:00 p.m. to 3:55 p.m. on Tuesday, Wednesday, or Thursday. The teacher will call home for any detention assigned.

3. Additional Offenses: Referral written to administrators; a phone call to parent, detentions, and or ISS.

Tardiness to School:

All students are to be in their assigned classrooms ready to work by 8:00 a.m. Any student who is at school but not present in the classroom at this time is tardy (see tardiness to class during school day). If the student arrives at school after the 8:00 a.m. bell, he or she must sign in at the main office and receive an admittance slip to class.

Please contact your school's main office for specifics on early dismissal, scheduled dismissal or absence, reporting an illness or absence, excessive absences, tardiness to class, tardiness to school and possible resulting consequences.

AWARDS

Gold N Award:

This scholastic award is given to all grade 8 students who have earned an average rubric score of 3.4 or above. This score is calculated after the 3rd quarter of grade 8.

B

BEHAVIORAL EXPECTATIONS

We expect a great deal of Kirkwood students, and they consistently meet our expectations. Kirkwood Pride expectations center around Respect, Responsibility, and Safety. They are taught and re-taught as necessary. Social skills and learning behaviors are developed around specific grade-level expectations. We encourage learners to do their best work at all times. We learn, achieve, and work together in order to make our schools a better place for all to learn.

Please contact your child's school to learn more about their specific philosophy and best practices.

BEHAVIORAL EXPECTATIONS - ELECTRONICS & NON-EDUCATIONAL ITEMS

Students are not to bring, buy, sell, or trade non-educational items at school. Items such as iPods, cell phones, and electronic games in use will be confiscated and may be picked up from the office at the end of the school day. Students are not permitted to use cell phones during the school day. Infractions will result in cell phones being confiscated. Parents may be asked to retrieve the cell phone.

BUS EXPECTATIONS

Some bus basics include:

1. Only students who live 1.5 miles or more away from school or in an area that is designated a hazardous route qualify for free transportation to and from school. (see special note in item 4 below.)
2. Students who do not qualify for bus transportation are NOT permitted to ride the bus to a friend's house.
3. Any student who misses the bus should come to the office and a call will be made to the parent to arrange transportation home.
4. Bus passes may be available to families that are just short of the free transportation threshold. Families can contact the Safety & Security Office if they are interested.

Kirkwood schools support bus safety and wish to assist students as they make positive choices before and after school. It is our opinion that time spent in transit should be viewed as an extension of the school day

and we try to support children and drivers in their safe transportation. In accordance with this belief, it is important that students face logical consequences for inappropriate choices made while riding the bus. Students who make poor choices deserve the opportunity to learn from their mistakes, but it is our responsibility to ensure safe transportation for all students.

Please note: Serious bus behaviors may result in additional consequences at school. For example, if a student is fighting on the bus, a disciplinary action may be prescribed in accordance with the Student Discipline Policy (located under [JG-R1](#) of school district policies).

C

COMMUNICATIONS BETWEEN HOME AND SCHOOL

The Kirkwood School District strives to provide the best technology and communication paths between our students, teachers, families and the District. The following is a list of platforms we are using in the 2022-23 school year to improve communication and student learning.

The KSD App organizes all communication resources in one convenient location. The App provides calendars of school and district events, staff contact information, links to communication tools listed here, and media streaming from Facebook and Twitter. Download the KSD App from the Apple Store or the Google Play Store.



Schoolology – (skoo-luh-jee) Learning Management System

Schoolology allows our students, teachers, and families to connect with each other using a secure platform. As part of our effort to streamline communication for families, Schoolology will be the go-to source for learning. Schoolology allows users to create, manage, and share resources.



Infinite Campus – Student Information System

Our middle schools and high school use Infinite Campus for online grade reports.



My School Bucks – Online Payment System

Set up and pay for student meal programs, iPad or laptop insurance, activity fees and various other related purchases with My School Bucks.



First View – Bus Transportation Monitoring System

Know the location of your student's bus, estimated arrival times at your student's stop and the bus's arrival or departure from school with First View.



KSD Mass Notification System

The District and schools may utilize auto calls, emails, text messages, e-newsletters, and mailed postcards to communicate with families and the community.



KSD Website – School and District Information (www.kirkwoodschoools.org)

Visit the KSD website for calendars of school and district events, general school and district information, cancellation information, emergency information, student handbooks, family resources, staff contact information, Board policies and protocols, school district boundaries and maps, etc. Be sure to check out kirkwoodschoools.org/families and kirkwoodschoools.org/community to easily access some of the most requested information.



PeachJar – Flyer Distribution

This is an electronic flyer communication and a delivery tool. It allows schools and community organizations to save paper and reduce copy costs by thousands of dollars. It also reduces the number of flyers sent home in students’ backpacks. All flyers from community organizations will be posted on your school website and sent directly to your email. To view school-approved flyers, simply click the PeachJar button on your school’s website homepage.

To ensure smooth delivery of this communication, add school@peachjar.com (or your district’s selected “from email address”) to your email contacts. When you receive your first e-flyer be sure to check “always display images”.

This system is used exclusively for distribution of school-approved flyers. Your email address will not be shared or used for any other purpose. You may also unsubscribe from PeachJar emails. Unsubscribing means you may miss out on important information about school events and opportunities for your child.



Social Media – Twitter, and Facebook, Instagram and YouTube

Social media is used for sharing information about school and district events, community activities, and schedule and time changes.

Follow us on Facebook @KirkwoodSchoolDistrict

Follow us on Twitter @Kwoodschoools

Follow us on Instagram @Kwoodschoools

Subscribe to our YouTube channel

COPYRIGHT

What do students need to know to protect themselves from copyright violations?

Did you know?

1. Computer software violations are a felony.
2. Compiling video clips from several different videos is a violation of copyright guidelines.
3. Information found on the Internet is copyrighted unless accompanied by a message explicitly permitting duplication.

Steps to Take to Copyright Compliance

1. Plan projects in advance of the deadline allowing time to request permission from copyright holders. Ask your teacher or library media specialist for a sample letter requesting permission from the copyright holder.

2. Do **not** assume you may use any and all material without asking for permission.
3. There are guidelines for print, audiovisual, video, multimedia, music, and others. Students are permitted to use limited amounts of material without permission.

COUNSELING SERVICES

Middle schools are staffed with three school counselors – each grade specific. A counselor is assigned to each grade and meets weekly with the team faculty members. Counselors help all students in their academic and social development, while providing important information to students, parents, and teachers regarding early adolescence. The counselors help teachers plan special activities in the classroom, lead discussion groups, give tests, and explain test results to parents and or students. They are also available to assist students with any problems or questions they may have. Students may stop at the counseling office before school, after school, between classes, or during class with teacher permission.

To contact your school's grade-level counselors, please call the main office.

Educational Support Counselor Services:

An Educational Support Counselor (ESC) supports our school's Counseling Department. The ESC's role is to assist the school counselor in providing emotional and behavioral support to students. The ESC is a Licensed Professional Counselor provided through a partnership between the Kirkwood School District and the BJC Behavioral Health Services. Services include anger management training, social skills education, small group facilitation, one-on-one therapeutic support, resource referral, home-based services, and case management. ESC services are designed to be short-term support interventions; however, if on-going services or additional resources are recommended, you will be contacted.

Should a student, parent, teacher, staff member or administrator identify a significant concern about a student's emotional status, please follow these procedures:

1. Contact the school counselor to assess the need for an ESC referral.
2. The school counselor will determine if the need warrants more significant intervention.
3. The school counselor will initiate referral to the ESC.

The ESC will maintain an active caseload that will be shared with the administrator and counselor on a regular basis. The administration will be notified of all referrals made to the ESC program.

School Social Workers:

School Social Workers are trained mental health professionals who work within the school setting to strengthen the social and emotional wellbeing of all students in order to enhance academic and personal goals.

Specialized services provided by the school social workers include:

1. Brief student counseling
2. Provide crisis intervention and trauma-informed intervention
3. Home visits
4. Parent education
5. Case management
6. Identify, refer to and use community resources
7. Collaboration with other school professionals
8. Collaboration with community agencies and organizations
9. Advocacy for students and parents
10. Assisting parents and students in accessing and utilizing school and community resources
11. KSD NOW and other district-wide programming.

CURRICULUM

Core:

Our core curriculum provides students with the skills and concepts they need to be successful in every content area. The core curriculum includes English language arts (ELA), social studies, mathematics, and science. All students participate in this core program.

Your home school's main office can provide more curriculum information for core classes, Encore classes, wellness, Special Program, Reading Extension classes, and World Language classes.

Exploratory and Wellness Programs:

Exploratory activities provide an opportunity for students to investigate a variety of activities in the aesthetic arts, practical arts, and modern languages. The sequence involves experiences in these areas with the eventual opportunity for some student selection of electives. The Wellness program is a combined curricular offering of health, physical education, and fitness.

DISCIPLINE

The role of the Kirkwood School District (KSD) staff is to ensure all students learn in a safe, respectful, effective, nurturing environment. This environment includes Kirkwood schools and school-sponsored events, buses and bus stops. Behaviors that affect the safety of others or disrupt district events or the normal course of running school may be addressed by this policy, even if such behavior occurs off school property. The purpose of discipline is to provide opportunities for students to develop empathy, learn and practice self-regulation skills, and learn prosocial behaviors.

[District Board policy JG-R1](#) Discipline Reporting and Records, designates those specific actions committed by students, which must be reported to teachers, administrators, and or law enforcement officials as well as those actions which must be documented in a student's discipline record.

Out-Of-School Suspension (O S S):

Students may be suspended from school for serious or chronic infractions. Suspensions of up to ten days may be assigned by the principal or assistant principal. Recommendations for suspensions of over ten days or expulsion will require a hearing with the superintendent or assistant superintendent. **During the time of a suspension, the student is not permitted on any Kirkwood School District property.**

Complete information on detentions, lunch detention, I S S (in-school suspension), O S S (out-of-school suspension) are available by calling your home school's main office.

DISCIPLINE - STANDARDS OF CONDUCT

No code can be expected to list each and every offense that may result in disciplinary action. Any conduct not included herein, an aggravated circumstance of any offense, or an action involving a combination of offenses may result in disciplinary consequences and/or restorative action as determined by the principal, superintendent and/or Board of Education. Repeated infractions could warrant increased disciplinary consequences. For all offenses worthy of an office referral, student conference and parent contact will occur.

Standard 1: Causing Disruption of School or Any District Function

A student shall not in any way cause the substantial disruption, inappropriate behavior, or obstruction of any classroom, learning environment, or district-sponsored activity, including transportation on a school bus. Students may also receive disciplinary consequences if they are involved in organizing or inciting a disruption such as interfering with an adult trying to reach a crisis situation.

Consequences*

MINOR Consequences

1. Elementary School: Formal apology; Parent contact; Student conferences; Repair the damage; Loss of privilege; Detention
2. Middle School: Parent contact; student conference; change in seating, loss of privilege, detention
3. High School: Student conference; Parent phone call; Loss of privilege; Detention

MAJOR Consequences

1. Elementary School: Formal apology; Parent contact; Repair the damage; Extended loss of privilege; Detention; Financial restitution; Subsequent offense: In-school suspension
2. Middle School: First offense: In-school suspension (one to five days); Extended loss of privilege; Subsequent offenses: Out-of-school suspension (up to ten days)
3. High School: First offense: In-school suspension (one to five days); Extended loss of privilege; Subsequent offenses: Out-of-school suspension (up to ten days)

* Restorative practice will be facilitated in conjunction with any consequence or may be utilized in lieu of additional consequence.

Standard 2: Academic Dishonesty

Students who engage in academic dishonesty are cheating or misrepresenting schoolwork and may be subject to disciplinary action. Students who plagiarize or have repeated incidents of academic dishonesty may also be subject to disciplinary action.

Consequences*

MINOR Consequences

1. Elementary School: Formal apology; Parent contact; Student conference; Loss of privilege; Detention
2. Middle School: Loss of privilege; Completing an alternate assignment; Detention (up to five days)
3. High School: Loss of privilege; Loss of points; Detention (up to five days)

MAJOR Consequences

1. Elementary School: Formal apology; Parent contact; Detention; Extended loss of privilege; Consult with behavioral specialist and or counselor; Subsequent offenses: Implementation of ASSIST plan; In-school suspension; Referral to law enforcement
2. Middle School: Subsequent offenses: In-school suspension (up to five days)
3. High School: Zero on the assignment; In-school suspension (up to five days)

* Restorative practice will be facilitated in conjunction with any consequence or may be utilized in lieu of additional consequence.

Standard 3: Damaging District Property or Property of Others

A student shall not cause or attempt to cause damage to the property of the district (including defacing the school or school property) or property of other persons. Damage to district property may result in the student or parent or guardian being required to pay for the damage.

Consequences*

MINOR Consequences

1. Elementary School: Formal apology; Parent contact; Student conference; Repair the damage; Loss of privilege; Detention
2. Middle School: Parent contact; Student conference; Loss of privilege; Repair the damage; Detention
3. High School: Parent contact; Student conference; Loss of privilege; Repair the damage; Detention

MAJOR Consequences

1. Elementary School: Formal apology; Parent contact; Repair the damage; Extended loss of privilege; Detention; Financial restitution; Subsequent offenses: In-school suspension
2. Middle School: First offense: In-school suspension (one to five days); Extended loss of privilege; Restitution; Subsequent offenses: Out-of-school suspension (up to ten days)
3. High School: First offense: In-school suspension (one to five days); Extended loss of privilege; Restitution; Subsequent offenses: Out-of-school suspension (up to ten days)

* Restorative practice will be facilitated in conjunction with any consequence or may be utilized in lieu of additional consequence.

Standard 4: Stealing or Possessing the Property of the District or Others without Authorization

A student shall not steal, attempt to steal, or be involved in the theft or possession of the property of the district or property of others. A student shall not have in his/her possession property belonging to the district, a district employee, or another student without permission of the owner; nor shall a student have possession of stolen property. For the purpose of this policy, stealing shall be defined as the unauthorized taking of property belonging to someone else. Property may include, but is not limited to, physical items and work of students or staff, whether in physical, electronic, or other form.

Consequences*

MINOR Consequences

1. Elementary School: Formal apology; Parent contact; Student conference; Loss of privilege; Detention
2. Middle School: Parent contact; Return property; Restitution; Detention (one to five days)
3. High School: Parent contact; Return property; Restitution; In-school suspension

MAJOR Consequences

1. Elementary: Formal apology; Parent contact; Extended loss of privilege; Detention; Restitution; Subsequent offenses: In-school suspension; Restitution
2. Middle: First offense: In-school suspension (one to five days); Restitution; Subsequent offenses: Out-of-school suspension (up to ten days with possible referral to law enforcement); Restitution
3. High School: Out-of-school suspension (up to ten days with possible referral to law enforcement); Restitution

* Restorative practice will be facilitated in conjunction with any consequence or may be utilized in lieu of additional consequence.

Standard 5: Making Inappropriate Physical Contact, Inciting a Fight, Fighting or Assaulting Others

A student shall not make inappropriate physical contact with, fight, or assault another person; nor shall a student commit an act of school violence toward another person or group.

Inappropriate physical contact is defined as any contact that is unwanted or disruptive. Horseplay, play fighting, throwing objects or other behaviors may be defined as inappropriate physical contact.

Inciting or organizing a fight is defined as causing, attempting to cause, or promoting others to act in an angry, harmful, or violent manner. This would include students who are verbally or physically posturing to fight.

Fighting is defined as two or more students engaged in physical contact with intent to harm. Students are prohibited from fighting or entering a fight in progress and from failing to disperse when instructed to do so.

Assault is defined as:

1. Using physical force, such as hitting, striking, or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

Consequences*

MINOR Consequences

1. Elementary: Formal apology; Parent contact; Student conference; Loss of privilege; Detention
2. Middle: Horseplay: Student conference; Loss of privilege; Detention (one to five days); Inciting/Scuffling: In-school suspension (up to five days)
3. High School: Horseplay: Student conference; Detention (one to five days); In-school suspension (up to five days)

MAJOR Consequences

1. Elementary: Formal apology; Parent contact; Detention; Extended loss of privilege; Consult with behavioral specialist and/or counselor; Subsequent offenses: Implementation of ASSIST plan; In-school suspension; Out-of-school suspension
2. Middle: Fighting: Out-of-school suspension (up to ten days with possible recommendation for a hearing and up to 180 days of O S S); Assault: Out-of-school suspension 1 to 180 days with possibility of expulsion and or referral to law enforcement
3. High School: Fighting: Out-of-school suspension (up to ten days with possible recommendation for a hearing and up to 180 days of O S S) or the possibility of expulsion; Assault: Out-of-school suspension 1 to 180 days with possibility of expulsion and or referral to law enforcement

* Restorative practice will be facilitated in conjunction with any consequence or may be utilized in lieu of additional consequence.

Standard 6: Harassing, Bullying, Hazing or Intimidation of Others

In order to promote a safe learning environment for all students, the Kirkwood School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or that substantially disrupts the orderly

operation of the school. Bullying includes, but is not limited to physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, racial slurs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

Consequences*

MINOR Consequences

1. Elementary: Formal apology; Parent contact; Student conference; Loss of privilege; Detention
2. Middle: Not applicable
3. High School: Not applicable

MAJOR Consequences

1. Elementary: Formal apology; Parent contact; Detention; Extended loss of privilege; Consult with behavioral specialist and/or counselor; Subsequent offenses: Implementation of ASSIST plan; In-school suspension
2. Middle: First offense: In-school suspension (up to five days); Subsequent offenses: Out-of-school suspension (up to ten days with possible recommendation for a hearing and up to 180 days of out-of-school suspension)
3. High School: First offense: In-school suspension (up to five days); Subsequent offenses: Out-of-school suspension (up to ten days with possible recommendation for a hearing and up to 180 days out-of-school suspension)

* Restorative practice will be facilitated in conjunction with any consequence or may be utilized in lieu of additional consequence.

Standard 7: Committing Sexual Harassment or Other Sexual Misconduct

A student shall not harass other students, staff, any person or group through inappropriate verbal or physical conduct of a sexual nature. Sexual harassment may also include written or visual images, physical gestures, as well as communication through social or electronic media.

A student shall not participate in any inappropriate sexual conduct, including exposing sex organs or body parts, toward other students, staff, persons, or group. Inappropriate behavior may include staring at another's body part or purposely observing/recording others in a state of undress. A student shall not touch another person's sex organs or any other body parts in any other way that constitutes sexual contact whether or not such touching occurs through clothing. Nor shall a student expose his or her sex organs or body parts under circumstances in which such conduct is likely to be offensive or otherwise inappropriate.

Consequences*

MINOR Consequences

1. Elementary: Formal apology; Parent contact; Student conference; Loss of privilege; Detention

2. Middle: *Comments and or behavior:* Formal apology; In-school suspension (up to five days)
3. High School: *Comments and or behavior:* Formal apology; In-school suspension (up to five days)

MAJOR Consequences

1. Elementary: Formal apology; Parent contact; Detention; Extended loss of privilege: Consult with behavioral specialist and/or counselor; *Subsequent offenses:* Implementation of ASSIST plan; In-school suspension
2. Middle: *Sexual misconduct, indecent exposure, indecent act, sexting, possession of sexually explicit, vulgar, or violent material:* Out-of-school suspension (up to ten days); *Sexual harassment as defined by Board policy AC:* Out-of-school suspension (up to ten days with a possible recommendation for a hearing with up to 180-day suspension, expulsion, and possible referral to law enforcement)
3. High School: *Sexual misconduct, indecent exposure, indecent act, sexting, possession of sexually explicit, vulgar, or violent material:* Out-of-school suspension (up to ten days); *Sexual harassment as defined by Board policy AC:* Out-of-school suspension (up to ten days with a possible recommendation for a hearing with up to 180-day suspension, expulsion, and possible referral to law enforcement)

* Restorative practice will be facilitated in conjunction with any consequence or may be utilized in lieu of additional consequence.

Standard 8: Possessing, Using, Distributing, Selling or Being Under the Influence of Alcohol, Controlled Substances, or Imitation Controlled Substances or Tobacco Products

A student shall not possess, use, transfer, distribute, or be under the influence of any alcoholic beverage, controlled substance, or imitation controlled substance. The term "controlled substance" shall include any substance defined in the Narcotic Act, § 195.010, R S Mo., including any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, imitation controlled substance, chemical substance, or intoxicant of any kind. An "imitation controlled substance" shall mean a substance that is not a controlled substance as defined by Missouri law, but which by appearance (including color, shape, size, and markings) or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.

The possession, distribution, or sale of drug paraphernalia on district property or at any district-sponsored activities are expressly prohibited. Electronic cigarettes, electronic smoking devices and smoking paraphernalia are also prohibited on district property or at any district-sponsored activities.

This includes warranted suspicion of being under the influence of alcohol and/or drugs with refusal to submit to an assessment.

Consequences—Elementary*

MINOR Consequences Elementary

Parent contact; Student conference; Loss of privilege; Detention

MAJOR Consequences Elementary

Parent contact; Detention; Extended loss of privilege: Consult with behavioral specialist and/or counselor; *Subsequent offenses:* Implementation of ASSIST plan; In-school suspension

Consequences—Middle School and High School*

If a student refuses or fails to complete the drug-alcohol evaluation as described below, he or she will also not be allowed to attend Pioneer Pathways (alternative school) for the suspension time. Online learning or homebound services will still be available to students.

FIRST Offense

Health officials and parents notified; S R O notification; possible arrest; and five-day out-of-school suspension for high school students (three days out-of-school suspension) and two days in-school suspension for Middle School students.

1. A conference between the principal, the student and his or her parent, parents, and or legal guardian, or guardians.
2. Completion of a drug-alcohol evaluation by an agency approved by the Board.
3. If student and or parent or parents do not comply with these expectations, the five-day suspension will be converted to a ten-day suspension with a hearing.

ADDITIONAL Offenses

Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants (i.e., vapes, juules, etc.), counterfeit drugs, imitation or synthetic controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in Section 202 of the Controlled Substances Act. Possession of drugs or alcohol packaged in a manner or in a quantity intended for distribution.

FIRST Offense: Law enforcement notified; parents notified; ten-day out-of-school suspension with a hearing and a recommendation for 170 additional days and requirements listed above.

ADDITIONAL Offenses: Law enforcement notified; parents notified; ten-day out-of-school suspension with recommendation for expulsion.

* Restorative practice will be facilitated in conjunction with any consequence or may be utilized in lieu of additional consequence.

Standard 9: Verbal Aggression

A student shall not be verbally aggressive. Verbal aggression is defined as actions or words that insult, harm, embarrass, degrade, offend, or defame other students, staff, community members or Kirkwood guests. These actions may include gestures, written communication, or communication through social media.

Consequences*

MINOR Consequences

1. Elementary: Formal apology; Parent contact; Student conference; Loss of privilege; Detention
2. Middle: Student to Student interactions: Formal apology; Detention (up to five days)
3. High School: Student to Student interactions: Formal apology; Detention (up to five days)

MAJOR Consequences

1. Elementary: Formal apology; Parent contact; Extended loss of privilege: Consult with behavioral specialist and or counselor; Detention; *Subsequent offenses*: Implementation of ASSIST plan; In-school suspension
2. Middle: In-school suspension (up to five days)
3. High School: In-school suspension (up to five days)

* Restorative practice will be facilitated in conjunction with any consequence or may be utilized in lieu of additional consequence.

Standard 10: Being Insubordinate

A student shall not be insubordinate. Insubordination is the refusal to comply with adult directives or directions. Adults include all Kirkwood staff, Special School District staff and bus drivers.

Insubordination also includes the repeated refusal to follow school rules or the refusal to abide by support or behavior plans developed for students.

Consequences*

MINOR Consequences

1. Elementary: Formal apology; Parent contact; Student conference; Loss of privilege; Detention
2. Middle: Loss of privilege; Student conference; Detention (up to five days)
3. High School: Loss of privilege; Student conference

MAJOR Consequences

1. Elementary: Formal apology; Parent contact; Detention; Extended loss of privilege: Consult with behavioral specialist and/or counselor; *Subsequent offenses*: Implementation of ASSIST plan; In-school suspension
2. Middle: *Subsequent offenses*: In-school suspension (up to five days)
3. High School: *Subsequent offenses*: In-school suspension (up to five days)

* Restorative practice will be facilitated in conjunction with any consequence or may be utilized in lieu of additional consequence.

Standard 11: Possessing Firearms and Weapons

A student shall not bring, possess, or use a weapon on school property. School property is defined as property utilized, supervised, rented, leased, or controlled by the school district including, but not limited to, school playgrounds, parking lots and school buses, and any property on which any school activity takes place. The term "weapon" is defined in policy JFCF and may include:

1. A firearm as defined in 18 U.S.C. 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife (blade of four inches or more), box cutter, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these items are defined in § 571.010, R S Mo.
3. A dangerous weapon as defined in 18 U.S.C.
4. All knives and other instruments or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in one through four above.
6. Any explosive, incendiary, or poison gas, such as bombs, grenades, rockets with a propellant, or any combination of parts for use in converting any device into a device as described above.
7. Possession of any replica weapon is prohibited. Additionally, a student will be subject to discipline under this Standard 10 if it is determined that the student used or attempted to use a replica weapon in a threatening manner or misrepresented a replica weapon as a real weapon.

In accordance with federal and state law, any student who possesses or uses a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, R S Mo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2), will be suspended from school for at least one calendar

year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis by the superintendent.

Consequences*

MINOR Consequences

1. Elementary: Formal apology; Parent contact; Student conference; Loss of privilege; Detention
2. Middle: Not applicable
3. High School: Not applicable

MAJOR Consequences

1. Elementary: Formal apology; Parent contact; Detention; Extended loss of privilege: Consult with behavioral specialist and or counselor; *Subsequent offenses*: Implementation of ASSIST plan; In-school suspension; Out-of-school suspension; Referral to law enforcement
2. Middle: Out-of-school suspension (up to ten days with possible referral for a hearing and up to 180 days out-of-school suspension or expulsion and possible referral to law enforcement)
3. High School: Out-of-school suspension (up to ten days with possible referral for a hearing and up to 180 days out-of-school suspension or expulsion and possible referral to law enforcement)

* Restorative practice will be facilitated in conjunction with any consequence or may be utilized in lieu of additional consequence.

Standard 12: Posing a Threat of Harm to Others at School

A student who poses a threat of harm to others may be immediately removed from school. Prior disciplinary actions shall not be used as the sole basis for removal, suspension, or expulsion of a student. Major infraction: Student may be suspended, and a threat assessment shall be conducted within 48 hours of the suspension. Results of the threat assessment will be used to determine the appropriate course of action.

Consequences*

MINOR Consequences

1. Elementary: Formal apology; Parent contact; Student conference; Loss of privilege; Detention
2. Middle: Not applicable
3. High School: Not applicable

MAJOR Consequences

1. Elementary: Formal apology; Parent contact; Detention; Extended loss of privilege; Consult with behavioral specialist and or counselor; *Subsequent offenses*: Implementation of ASSIST plan; In-school suspension; Referral to law enforcement
2. Middle: Out-of-school suspension (up to ten days with possible referral for a hearing and up to 180 days out-of-school suspension and possible referral to law enforcement)
3. High School: Out-of-school suspension (up to ten days with possible referral for a hearing and up to 180 days out-of-school suspension and possible referral to law enforcement)

Standard 13: Possessing Bombs or Other Dangerous Substances

A student shall not possess an explosive or incendiary device or any item or substance that could reasonably be considered dangerous to persons or property (such as bombs, gunpowder, ammunition, fireworks, firebombs, smoke bombs, acid, or other dangerous chemicals) in school or on any district

property, on any district or contracted school transportation, during district-sponsored activities whether on or off district property, or during intermission or recess periods.

Consequences*

MINOR Consequences

1. Elementary: Formal apology; Parent contact; Student conference; Loss of privilege; Detention
2. Middle: *Possession of fireworks*: In-school suspension (up to five days)
3. High School: *Possession of fireworks*: In-school suspension (up to five days)

MAJOR Consequences

1. Elementary: Formal apology; Parent contact; Detention; Extended loss of privilege Consult with behavioral specialist and/or counselor; *Subsequent offenses*: Implementation of ASSIST plan; In-school suspension; Referral to law enforcement
2. Middle: Out-of-school suspension (up to ten days with possible referral for a hearing and up to 180 days out-of-school suspension or expulsion and possible referral to law enforcement)
3. High School: Out-of-school suspension (up to ten days with possible referral for a hearing and up to 180 days out-of-school suspension or expulsion and possible referral to law enforcement)

* Restorative practice will be facilitated in conjunction with any consequence or may be utilized in lieu of additional consequence.

Standard 14: Making False Alarms or False Bomb Reports

A student shall not make a false statement regarding the possession or location of an explosive device or incendiary materials, nor shall a student report a fire or activate the fire alarm system when no fire exists. Major: Student may be suspended, and a threat assessment will be completed within 48 hours of the suspension. The results of the threat assessment will be used to determine the appropriate course of action.

Consequences*

MINOR Consequences

1. Elementary: Formal apology; Parent contact; Student conference; Loss of privilege; Detention
2. Middle: Not applicable
3. High School: Not applicable

MAJOR Consequences

1. Elementary: Formal apology; Parent contact; Detention; Extended loss of privilege: Consult with behavioral specialist and or counselor; *Subsequent offenses*: Implementation of ASSIST plan; In-school suspension: Referral to law enforcement
2. Middle: Out-of-school suspension (up to ten days with possible referral for a hearing and up to 180 days out-of-school suspension or expulsion and possible referral to law enforcement)
3. High School: Out-of-school suspension (up to 10 days with possible referral for a hearing and up to 180 days out-of-school suspension or expulsion and possible referral to law enforcement)

* Restorative practice will be facilitated in conjunction with any consequence or may be utilized in lieu of additional consequence.

Standard 15: Setting Fires

A student shall not set a fire, attempt to set a fire, or participate in an act that results in a fire on district property, district transportation, or at a district-sponsored activity off district property.

Consequences*

MINOR Consequences

1. Elementary: Formal apology; Parent contact; Student conference; Loss of privilege; Detention
2. Middle: Not applicable
3. High School: Not applicable

MAJOR Consequences

1. Elementary: Formal apology; Parent contact; Detention; Extended loss of privilege: Consult with behavioral specialist and or counselor; *Subsequent offenses*: Implementation of ASSIST plan; In-school suspension: Referral to law enforcement
2. Middle: Out-of-school suspension (up to ten days with possible referral for a hearing and up to 180 days out-of-school suspension or expulsion and possible referral to law enforcement)
3. High School: Out-of-school suspension (up to ten days with possible referral for a hearing and up to 180 days out-of-school suspension or expulsion and possible referral to law enforcement)

* Restorative practice will be facilitated in conjunction with any consequence or may be utilized in lieu of additional consequence.

Standard 16: Misuse of Network Access, Internet Access, or Electronic Equipment

Students are responsible for good behavior on electronic devices or networks just as they are in a classroom or school hallway. A student shall not engage in inappropriate behavior on a personal or school electronic device or the district computer network. The following acts represent the kinds of conduct considered inappropriate:

1. Hacking, attempting to hack, and other unlawful activities.
2. Sending or displaying offensive messages or pictures.
3. Using obscene language.
4. Harassing, insulting, or attacking others.
5. Accessing material that advocates illegal acts, violence or is otherwise inappropriate.
6. Damaging computers, computer systems or computer networks.
7. Violating copyright laws.
8. Using another's password.
9. Trespassing in another's folders, work, or files.
10. Employing the network for commercial purposes.
11. Unauthorized disclosure, use and dissemination of personally identifiable information.
12. Other inappropriate electronic-related actions as determined by the principal.

In addition, students will be held accountable for compliance with Board policy EHB and procedure EHB-AP1 and administrative guidelines.

Consequences*

MINOR Consequences

1. Elementary: Formal apology; Parent contact; Student conference; Loss of privilege; Repair the damage; Detention
2. Middle: Loss of privilege; Detention (up to five days): In-school suspension (up to five days)
3. High School: Loss of privilege; Detention (up to five days): In-school suspension (up to five days)

MAJOR Consequences

1. Elementary: Formal apology; Parent contact; Detention; Extended loss of privilege; Consult with behavioral specialist and or counselor; Financial restitution; *Subsequent offenses*: Implementation of ASSIST plan; In-school suspension: Referral to law enforcement
2. Middle: Out-of-school suspension (up to ten days with possible referral for a hearing with up to 180 days of out-of-school suspension and possible referral to law enforcement)
3. High School: Out-of-school suspension (up to ten days with possible referral for a hearing with up to 180 days of out-of-school suspension and possible referral to law enforcement)

* Restorative practice will be facilitated in conjunction with any consequence or may be utilized in lieu of additional consequence.

Standard 17: Engaging in Other Misconduct

Students who engage in other misconduct not expressly covered by the foregoing standards, but that is disruptive to school operations and detrimental to good order and discipline, may be subject to disciplinary action up to and including suspension and or expulsion. Examples may include, but are not limited to, gambling, forgery, reckless driving, public displays of affection, failure to produce a school-issued ID when asked, repeated disciplinary violations and or possession of inappropriate items.

Consequences*

MINOR Consequences

1. Elementary: Formal apology; Parent contact; Student conference; Loss of privilege; Detention
2. Middle: Loss of privilege; Detention (up to five days)
3. High School: Loss of privilege; Detention (up to five days)

MAJOR Consequences

Elementary: Formal apology; Parent contact; Detention; Extended loss of privilege; Consult with behavioral specialist and or counselor; *Subsequent offenses*: Implementation of ASSIST plan; In-school suspension; Referral to law enforcement

Middle: *First offense*: In-school suspension (up to five days); *Subsequent offenses*: Out-of-school suspension (up to ten days with possible referral for a hearing with up to 180 days of out-of-school suspension)

High School: *First offense*: In-school suspension (up to five days) *Subsequent offenses*: Out-of-school suspension (up to ten days with possible referral for a hearing with up to 180 days of out-of-school suspension) or expulsion

* Restorative practice will be facilitated in conjunction with any consequence or may be utilized in lieu of additional consequence.

DRESS STANDARDS – CLOTHING

The Board of Education has established the following policy Administrative Procedure (JFCA-AP[1]) on dress and grooming.

The Board of Education expects student dress and appearance to be within the guidelines below so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district

Student's dress and appearance will be the responsibility of the individual and parents or guardians, within the following guidelines:

1. Students' dress and appearance are required to be of such character as to not disrupt nor distract from the instructional procedures of the school day.
2. Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures or writing is prohibited.
3. Clothing must cover the upper and lower (midriff) torso
4. Class activities that present a concern for student safety may require the student to adjust hair and or clothing during the class period in the interest of maintaining safety standards.
5. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.
6. Refer to Board of Education policy [JFCA](#) for additional information.

Exceptions are made for religious purposes.

When a student's dress or appearance does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior. (The reader is encouraged to review policies and or forms for related information in this administrative area.)

E

ELECTRONIC DEVICES (cell phones, PDAs, iPods, iPads, AirPods, etc.)

These are personal devices such as phones, iPods, electronic games, laser pens, etc. Personal electronic devices that are brought to school must remain turned off and locked in the student's locker during the school day from 8:00 a.m. to 3:00 p.m. Students who choose to bring these items to school are doing so at their own risk. We will not be responsible for the loss of these items. Electronic devices in sight will be confiscated and may be picked up from the office at the end of the school day.

If you must reach your child during the day, please call the main office.

F

FIELD TRIPS

Grade level, team, or class trips are occasionally conducted. The purpose of field trips is to extend students' learning outside the classroom. When students leave their Kirkwood campus for field trips, appropriate behavior is expected. If a student is displaying behavior concerns prior to a field trip, he or she may be restricted from attending the field trip.

Visit the district [website for complete details on serving as a district volunteer or chaperone.](#)

FOOD SERVICES

Chartwells School Dining Services manages the food service department at Kirkwood School District and follows the USDA regulations for school food service. The following is an overview of what your student can expect to see in their school cafeteria.

At the high school and middle school, we will continue to offer premium meal options in the café! Premium meal options will provide the students with more variety and flavors using whole muscle meats and fresh seasonal sides. eligible for free and reduced meals can select a premium meal at no additional cost. The premium meal pricing is reflected with the Tier 1 and Tier 2 Lunch options.

Fruits and Vegetables

A large variety of nutrient-dense vegetables, including dark green, red-orange, starchy and legumes and fresh, frozen, and canned fruits will be offered. Students are required to take 1/2 cup of fruit or vegetable for their meal to be considered a full meal. Colorful fruits and vegetables provide essential vitamins and minerals important for growth and development during childhood. Garden bars are offered at all schools. Local produce is included during our harvest season.

Grains and Proteins

Menus will offer specific amounts of whole grains and proteins. This is intended to make sure students are receiving age-appropriate, nutritionally adequate meals that provide the right amount of energy from healthful food sources. Everything we offer contains at least 50% whole grains (items like whole grain pizza crust, rolls, muffins, pancakes, waffles, and low-sugar cereal.)

Lower Sodium

We will continue to work with food manufacturers to lower sodium in products. Chartwells' chefs and registered dietitians have modified and developed creative new recipes using non-salt seasonings, herbs, and tasty fresh foods.

Reduced Fats

Unhealthy fats such as saturated and trans-fat can lead to heart disease and high cholesterol, as well as other chronic diseases. Only food products and ingredients that contain zero grams of trans fat per serving will be offered. No food is fried.

Menus by Age Groups and Nutritional Information

Grade groups for menu planning are aimed at ensuring students receive age-appropriate portions and nutrients. Calorie requirements are aligned with these grade groups. Menus are available online at <http://kirkwoodschools.nutrislice.com/>

The online menu is interactive and allows you to filter out menu items containing the 8 most common food allergens and provides nutritional information including carb counts. Download the Nutrislice App to check the menu from your mobile device!

Meal Prices 2023-24

A la carte options will be offered at all schools. Snack items will cost .60 cents up to \$3 per item. If you do not want your child to purchase a second slice of pizza or other ala carte items, you can update your preference in MySchoolBucks. There is also an option to set a daily/weekly spending limit. You may also email rachel.scheffing@kirkwoodschools.org if you need assistance or would like a specific note added to the account.

\$2.50 Elementary Breakfast	\$2.50 Secondary Breakfast	\$3.20 Adult Breakfast
\$3.35 Elementary Lunch	\$3.50 Secondary Lunch	\$4.30 Adult Lunch
	\$4.00 Secondary Tier 1 Lunch	\$4.80 Adult Tier 1
	\$4.50 Secondary Tier 2 Lunch	\$5.30 Adult Tier 2

Meal Payment Process

The Food Service Department uses the WebSmartt accounting system. This program tracks student payment and sales information for the current year. The Parent/Guardian may see 1 week of their student's meal account online in the MyLunchMoney program, which can be accessed through the District's website, or contact the school Cafeteria Unit Lead to obtain information regarding their student's account.

- All lines are cashless. Prepayments are to be placed in the School Office or Café lock box by 9:00 a.m. Payments received after 9:00 a.m. will be processed on the next day's business and funds will not be available until the next day.
- Checks should be made payable to: KIRKWOOD SCHOOL DISTRICT with the school name, student's name & account number and amount enclosed in a prepayment envelope.
- Cash should be placed in a prepayment envelope with the student's name, ID number & amount.
- Prepayments can be made online using a credit or debit card: www.myschoolbucks.com, the site may be accessed through the Kirkwood School District website, <http://kirkwoodschools.org>. Parents/guardians/employees can add money to student meal accounts online (electronically), through the MySchoolBucks system for a fee of \$2.75.
- We have contracted with Pulaski Bank to handle the electronic transactions.
- Prepayment deposits are recommended weekly or monthly, to avoid negative account balances.
- Student negative account balance emails will be sent weekly to elementary and middle school students. District policy allows no more than 5 meal charges of \$16.75 (elementary), and \$17.50 (middle). High school student's food service accounts are not allowed to be charged, therefore cannot go into the negative. High school students have the option to pay in cash during meal services. If a student has a negative balance, they will be able to take a complete meal, but will not be allowed to purchase a la carte items.
- To prevent fraudulent use of student accounts, a picture of each student will be displayed when their PIN number is entered.
- At the end of the school year, you may request a refund, donate the funds, or transfer them to a sibling in the district. Remaining balances left in meal accounts at the end of the school year will rollover to the following school year.
- You may request a refund at any time by emailing the food service director. Please provide the name of the student, the school they attend, who to make the check out to, the address that you would like the check mailed to, and a phone number in case we need to contact you. Refund checks typically take 4 weeks to arrive.

Create A Meal

If you would prefer your child to only purchase complete meals, please see the guidelines to do so below. If your child is on Free/Reduced Lunch, a complete meal must be made by the student when they check out. Milk only is considered a la carte and costs 70 cents.

Breakfast: A student must select a minimum of three of the four required food components including a fruit or vegetable for a complete breakfast. A student may select up to four of the components for the meal price.

- Eat a minimum of two food groups and a maximum of four.
- Pair with fruit, juice, or both.
- Add an entrée (grain and/or protein)

Lunch: A student must select a minimum of three of the five required food components including a fruit or vegetable for a complete lunch. A student may select up to five required food components.

- Eat a minimum of three food groups and a maximum of five.
- Start with a Fruit or Vegetable (or both).
- Add Whole Grain, Lean Protein

Milk is not required to create a meal.

Both Chartwells and Kirkwood School District are dedicated to providing quality nutritious meals that students will enjoy and choose to eat. We hope you will encourage your students to try new fruits and vegetables and you will join us for a meal at school. If you have questions or concerns, please feel free to

contact us at 314-213-6100 extension 1 3 5 0 or via email at rachel.scheffing@kirkwoodschoools.org

Free and Reduced Lunch

Students approved last school year for the free and reduced meal program last school year will remain approved through **Friday, September 22, 2023**. The parent or guardian of students eligible for free meals through Direct Certification must complete a [new application](#) if a letter dated July 1, 2023 or later has not been received confirming eligibility.

If you have not received an eligibility letter for the current school year, you must complete the application to avoid being removed from the program. Please complete the new application and return it to the school as soon as possible to avoid being removed from the program.

G

GRADING PRACTICES

Throughout the quarter students will receive extensive feedback regarding their progress toward attaining essential skills in each content area using a Standards Based Grading System. At the conclusion of each quarter, the rubric scores become summative (final); until then, they are formative (informational and in-progress). Only Average Rubric Scores will be posted.

Parent Internet Viewer:

Parents and students have the ability to view student grades and assignment information online. We provide this access through an **Infinite Campus (IC)** feature of our teachers' online gradebooks. This secured access requires an Internet connection, and a confidential user name and password that are issued to parents by the school office. If you are unable to access report cards via Infinite Campus, please complete the request form to receive paper copies in the mail.

Policy:

Each quarter rubric scores will be given to students for all of their courses. Letter grades are only given for high school credit courses.

Definitions:

3.4 to 4.0

Student meets and frequently surpasses defined standards and expectations illustrated by higher-level thinking, in-depth inferences, and applications.

2.7 to 3.399

The student meets defined standards and expectations.

2.0 to 2.699

The student is nearing defined standards and expectations, but not demonstrating secure performance with standards and expectations.

1.0 to 1.999

The student struggles to meet the defined standards and expectations.

Below 1.0

The student has demonstrated little measurable competence.

Blank

The teacher does not have enough evidence to make an accurate assessment of the student's competence.

Report Cards, Progress Reports And Conferences:

The dates for report cards, progress reports and parent conferences are available from the main office of your child's school. Teachers should keep their gradebook updated **weekly** with communication of student progress. Summative grade cards will be available online at the conclusion of each quarter and can be printed upon request. Throughout the quarter, parents and students have access to an online grade viewer.

All conferences are by appointment.

H

HEALTH AND SAFETY

Health and safety are of paramount importance. We have a comprehensive Pandemic Management Policy in place to ensure we effectively manage the spread of illnesses such as COVID-19, and we continue to closely monitor guidance provided by the CDC, WHO and other health authorities. We have put in place a variety of best practice measures, including:

1. Advising all managers to be alert to signs of illness within their teams and reinforce, "if you are ill, stay at home" message.
2. Updating on-site signage with hygiene posters and hand-washing policies.
3. Retraining teams to refresh knowledge and practices on hand washing and hygiene etiquette.
4. Reinforcing cleaning, sanitizing, and disinfecting protocols at all sites.
5. Ensuring adequate supplies of sanitizers and disinfectants.
6. Reinforcing Food Safety Management System-HACCP standards for food preparation and service.
7. Recognizing work and serving areas to allow for social distancing.

The school nurse is responsible for the following:

1. Verifying that students are properly immunized.
2. Providing emergency care in cases of accidents or illness.
3. Promoting a healthy physical and emotional environment for educational growth.
4. Conducting regular hearing, vision, and height screenings for all students, making referrals for follow-up care when necessary.
5. Acting as a resource for the classroom, for staff, for the MTTTS Team, and for parents and students with particular health needs.
6. Supervising the administration of medication and or medical treatments.
7. Monitoring attendance and clinic visits daily in order to assure the safety of students and to be aware of patterns of communicable illnesses within the school population.

You can assist the school nurse by:

1. Keeping student home if they are running a fever of 100.4 degrees or more, vomiting, and or seem too sick to benefit from school programs.
2. Sharing medical information that might affect your child's performance at school in any way.
3. Notifying nurse of immunization boosters and the results of physical and dental exams.
4. Notifying grade level secretary of any changes in the information on the student's emergency contact list.
5. Completing the online annual update of student medical information.

Allergies:

If your child has allergies, please provide a list of all allergies (and any special instructions on how to handle an allergic reaction) to your child's teacher and school nurse.

Communicable Diseases:

If your child is exposed to or contracts a communicable disease, please report this information to the school nurse. We are required to notify exposed individuals when a child contracts a communicable disease, such as chicken pox, measles, etc. (Your child's name will be kept confidential.)

In some cases, you will need to provide written verification from your child's pediatrician stating that the condition is no longer contagious and that it is safe for your child to attend school.

Hearing Screening:

The hearing of students in grades K, 1, 3, 5, 7, 9 and 11 plus all new students, is screened by the Special School District. If teachers or parents make referrals during the year, the school nurse will screen them. Parents will be notified if follow-up is recommended.

Vision Screening:

The school nurse may administer a vision test for students in grades K, 1, 3, 5, 7, 9 and 11 and new students. Parents are informed if follow-up is recommended.

Immunizations:

It is the policy of the Kirkwood School District that all students attending the district schools shall be immunized in accordance with law. Students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization and provide proper documentation of exemption.

A student is exempted from obtaining immunizations if the district has on file the completed original forms necessary to prove that the student will not be immunized for religious or medical reasons. To protect inadequately vaccinated individuals and the entire community, unimmunized students could be excluded from school during disease outbreaks.

Medical Immunization Exemption - An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An original of the MO Department of Health and Senior Services form I m m.P.12, as required by law, must be on file at school with the immunization record.

Religious Immunization Exemption - An exemption for religious reasons requires written certification that immunization of the student violates his or her religious beliefs. Religious exemption cards must be obtained from the MO Department of Health and Senior Services. The original Form I m m.P.11A card, as is required by law, will be retained in the student's school health record.

Medications:

All medications (including over-the-counter medicine) should be kept in the Clinic to be supervised by the nurse. Medications should be in the original pharmacy prescription bottle. Over-the-counter medicine should be in the original container. They are to be brought to the Clinic with a note or consent form. The consent form should be signed and dated by the student's parent or legal guardian.

Missouri Department of Health Regulations:

These guidelines are based on MO Department of Health's Prevention and Control of Communicable Disease. Students with the following symptoms will be excluded from school.

1. Chicken Pox: Until all blisters have scabbed, usually five to seven days after rash begins.
2. Conjunctivitis (Pink Eye):
 - a. *Purulent Conjunctivitis* (redness of eyes and or eyelids with thick white or yellow discharge and eye pain) Exclude until appropriate prescribed treatment has initiated, or discharge has stopped, unless a doctor has diagnosed it as non-infectious.
 - b. *Non-Purulent Conjunctivitis* (redness of eyes with clear, watery discharge. No pain or fever or eyelid redness) No exclusion necessary.
3. Diarrhea-Free of diarrhea for 24 hours.
4. Fifth Disease (Parvovirus) No exclusion necessary. When rash appears, it is no longer contagious.
5. Hand, Foot, and Mouth Disease: Until fever is gone and child is well enough to participate in school.
6. Head Lice: If live lice are present, exclude until first treatment has been completed and no live lice are seen. School nurse will assess student upon return to school.
7. Impetigo: If impetigo is confirmed by a healthcare provider, exclude until 24 hours after prescribed treatment is completed. Lesions on exposed skin should be covered with water-tight dressing.
8. Mononucleosis: No exclusion necessary. Student may return upon feeling well enough to participate in school.
9. Ringworm: Until treatment has been started. If the lesion cannot be covered, or the lesion is on the scalp, until 24 hours after starting treatment.
10. Scabies: Until 24 hours after treatment begins.
11. Strep Throat or Scarlet Fever: Until 24 hours on prescribed antibiotic treatment begins and student is fever free.
12. Vomiting: Vomiting two or more times in the previous 24 hours, unless determined to be caused by a non-communicable condition and the child is not in danger of dehydration.

Fever- Students with temperatures greater than 100.4 degrees should remain at home until they are fever free without the aid of fever reducing medications for 24 hours and are feeling well.

HIGH SCHOOL CREDIT

Students who successfully complete Algebra 1 and or a full year of a course in one of the world language classes will be eligible to receive high school credit for their academic work. Students will receive a grade for these courses, and the academic letter grade will be a part of their high school GPA. High school grading and GPA equivalent is as follows:

Grade of A = GPA 4	Grade of C = GPA 2
Grade of A minus = GPA 4	Grade of C minus = GPA 2
Grade of B+ = GPA 3.5	Grade of D+ = GPA 1.5
Grade of B = GPA 3	Grade of D = GPA 1
Grade of B minus = GPA 3	Grade of D minus = GPA 1
Grade of C+ = GPA 2.5	Grade of F = GPA 0

HOMEBOUND INSTRUCTION

HOMEBOUND INSTRUCTION Students who are absent from school for extended periods of time or who have intermittent absences due to illness or disability may be eligible for homebound instruction. Kirkwood School District partners with Special School District staff to provide up to five hours per week of homebound instruction when it is needed. Applications for homebound

instruction can be secured from the guidance counselor in your building or in the Office Student Services.

HOMework PRACTICES

You should expect your child to devote an average of one to one and one-half hours per night on work completed at home. This may vary during the course of the year depending on special projects or assignments. Teachers will provide you with more specific guidelines as they relate to the expectations of their classes. The purpose of assignments includes: providing teachers with evidence of student learning, extending the practice of skills, reviewing material, extending the classroom learning, or completing a project. Students should understand and be able to explain the purpose for the assigned homework. Homework, especially for practice and formative assessment, may not be recorded for a grade.

We believe that learning is important and should continue after school hours. Regular homework is a means to reinforce, encourage, and extend the learning experience. If a student has been absent from school, he or she will need to talk to their teachers in order to make up work. Teachers may be emailed at any time with questions.

iPADS

Kirkwood School District is excited to loan middle school students an iPad, heavy-duty case with keyboard, cord and charger for their use during the school year. This is seen as a tremendous opportunity to personalize learning for students and help develop future-ready skills.

iPads are to be kept covered and handled carefully. Students will be charged fines for lost or damaged iPads, cases, cords, and chargers. **Note: If the case is removed or badly damaged, insurance will NOT cover the cost of repairs.**

Infractions:

Technology infractions will be handled in accordance with the Student Discipline Policy located under [JG-R1](#) of school district **policies**.

Safety:

All middle school students use technology (laptops, iPads, printers, etc.) on a regular basis. To ensure academic success in the electronic age, students are provided with the most modern technological equipment available (Macbooks, iPads, etc.) in their classrooms. Technology is used as a tool for inquiry, research, development, and publication.

Please remind your child that downloading apps is a process that only occurs at school through the proper procedures. We ask that students take care of the equipment they are issued and use it in a responsible manner. Students who do not comply with the technology expectations may lose the privilege of using the equipment. For a nominal fee, [iPad insurance](#) is available through the Kirkwood School District.

Insurance Payment:

The Kirkwood School District expanded the use of www.myschoolbucks.com, which was used for online lunch payments, to include iPad and laptop insurance fees, activity fees, etc. The site may be accessed through the Kirkwood School District website, <http://kirkwoodschoools.org>. If you currently have a My School Bucks account, you can login and access the school store on the top of the page. If you do not have a My School Bucks account, you may create a free account.

To pay for iPad or laptop insurance, lunch fees, and activity fees through your My School Bucks account:
1. Log in to www.myschoolbucks.com, or create a free account.

2. Click School Store at the top of the page and select Browse All Items
3. Choose the Store item and add it to your cart.
4. Check out!

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

L

LIBRARY SERVICES

All students are encouraged to use the library between 8:00 a.m. and 3:00 p.m. When not accompanied by a teacher, each student must have a pink slip or pass. Books may be checked out for a two-week period. Magazines and certain encyclopedias may be checked out overnight. Students have a responsibility to return books when they are due.

Borrowing materials from the library is a privilege, and the prompt return of library materials is necessary so that all students may have equal access. There are no daily overdue fines, but students may not check out new books or magazines if they have overdue books.

Standard check-out period is two weeks. Books may be renewed if no other patrons have requested a hold. There are no daily overdue fines, but students may not check out new books if they have an overdue book. Replacement fees are charged for lost or damaged materials. Consequences may be required for students who do not pay for lost or damaged books. E-mails are automatically sent to students and families every week to let you know if there are any overdue items.

In order to establish consistency in the district and to maintain and update the condition of our collection, the following is required:

1. Fees for lost books will be the original purchase price rounded up to the nearest dollar. Fees charged for lost magazines will be \$4.00.
2. When the original price is not available, patrons will be charged a minimum of \$12.00 for hardbacks and \$5.00 for paperbacks.

Fees may be paid in cash, or by check made out to KSD.

LOST AND FOUND

Please mark coats, lunch boxes, etc., with your child's name. If the clothing is marked, we can help find the owner. Encourage your child to look in the lost and found area designated in their school. Small items and jewelry are kept in the office. Unclaimed items will be donated to local charities on a periodic basis, so please check the lost and found often for missing items.

M

MEDIA COVERAGE

The Kirkwood School District welcomes members of the media into our schools and strives to provide the most accurate and timely information available. News media will not be allowed on any district property without prior consent from the district. In addition, the district's Community Relations and Development Office produces several publications featuring photographs and interviews with students and staff. Interviewing and photographing students must be in compliance with the Family Educational Rights and Privacy Act (FERPA). This law allows students and parents

to opt out of the release of certain information about students, including photographs. Each school is responsible for maintaining a database to determine who cannot be photographed and interviewed according to FERPA guidelines via the district's Student Media Consent form. If you would like to update your preferences related to media, contact the school office.

P

PARENT CUSTODIAL ISSUES

We cannot deny a parent access to his or her child unless we have a copy of a current court order. It is essential for a custodial parent to notify the principal when there are legal restrictions regarding releasing the child to the non-custodial parent. This information must be on file in the office to guarantee guidelines are followed correctly. Please contact the principal if you have any questions.

PARENT TEACHER CONFERENCES

Communication between a student's home and school is critical to student success. We continue to seek better and more meaningful ways of connecting with parents and families. These important conferences will focus entirely on your child and allow parents and teachers time to talk with and learn from each other. Kindergarten families will participate in home visits scheduled by the classroom teacher.

Parents are encouraged to contact the school at any time to discuss their child's progress. You will have the opportunity to review progress through conferences and report cards, but additional dialogue is always welcome. Informal conferences are encouraged; we ask that arrangements be made between the teacher and parent to find a mutually suitable time.

Contact your school's main office or visit their website for the current schedule of conferences and report cards.

PARENT TEACHER ORGANIZATION (PTO)

All parents or guardians are invited to attend and are encouraged to participate in our active Parent-Teacher Organization. During the school year, scheduled P T O meetings will be held on school premises. Unless otherwise noted. Your school's main office can provide you with dates and the names of parents serving on PTO.

PETS

As per the Kirkwood School District Coordinator of Safety and Security, family pets should not be on the school grounds during arrival and dismissal times. Also, some students may be afraid of or allergic to pets. **Please do not bring your pets on campus during arrival and dismissal times.**

Pets may be brought to school for educational purposes or in special situations such as celebrations. It is mandatory to have prior permission from the classroom teacher and school administration.

R

RELIGIOUS HOLIDAYS

All activities included in the instructional program will ensure that all students will feel included and comfortable. Student participation in any program or performance that may involve holiday material should be voluntary. Parents who believe a school activity is in conflict with their religious beliefs should alert the school in advance and a positive alternative will be provided.

RESIDENCY

In order to enroll in the Kirkwood School District, a student, the parent, legal guardian, military guardian, person acting as a parent, or the student must provide proof of legal residency in the district or request a waiver of proof of residency and must complete all admission requirements as determined by Board policies, regulations, and procedures.

One document from each List A and List B are required. Electronic documents are permissible if they are current and contain the information required for the district to verify proof of residence (date, name, address, applicable signatures, etc.). The district has the right to request additional proof at any time or to employ other means to verify residency. Under Missouri law, misrepresenting residency is a criminal offense. If a family's residency status is found to be inaccurately represented or changes without notification to the district, the district may act to recover the cost of services provided.

List A documents (submit one)

1. Deed/Closing Statement
2. Mortgage statement dated within 30 days of the date of submission
3. Unexpired lease or rental agreement signed by landlord and tenant and including the address, apartment number, and date of rental.

List B documents (submit one)

1. Utility bill (water, gas, sewer, trash, or electric) dated within 30 days of the date of submission for verification and including the name, service and mailing address.
2. Real estate tax receipt dated within one year of the date of submission
3. Personal property tax receipt dated within one year of the date of submission
4. Occupancy Permit listing all the occupants of the residence

Parents may enroll their children before actually moving into the district, but they must apply in writing to the [Assistant Superintendent of Student Services](#)

When there is sufficient reason to suspect the legitimacy of residency, the Assistant Superintendent of Student Services will be notified.

State law requires that a student live in the district attendance area where he or she attends school. The students must live with a parent or legal guardian. Proof of residency may be asked for at the time of enrollment and throughout the school year. **Please notify your child's school main office if you move or are planning to move outside the district.** Students who live in the city of St. Louis are enrolled through the VICC office. The direct phone number is 314.721.8657.

REVIEWING YOUR CHILD'S RECORDS

As a parent, you have every right to review the records that the school keeps on your child. Please notify either your child's teacher or the school office that you are interested in reviewing your child's records. We collect the records and set an appointment time for you to come in to review them. If you wish, copies of the records may be made for you, but the originals cannot leave the school.

S

SCHOOL CLOSINGS, DELAYED OPENINGS, EARLY DISMISSALS

Families will receive a phone call from the District (using our Blackboard robocall system) announcing the decision to cancel school. Successful delivery is dependent on accurate contact information for each student. Should your contact information change, please notify your child's school immediately.

The notification to cancel or delay school will also be posted on the [Kirkwood School District website](#), [District Facebook page](#), and Tweeted on the District's twitter handle which is @kwoodschoools.

Individuals who have downloaded the Kirkwood School District app will receive a push notification. You can download this free app in the [Apps on Google Play store](#), or the [iTunes App store](#).

Circumstances which affect our schedule, inclement weather, or building conditions will be announced on the following local radio and television stations:

AM Radio: KMOX 1120

Television: KTVI Channel 2 (Fox), KMOV Channel 4 (CBS), KSDK Channel 5 (NBC), KTVI Channel 2 (Fox), and KPLR Channel 11 (CW)

No announcement means schools operate on regular schedules.

PLAN 1 - SNOW DAY: Schools are closed all day

Closed: All elementary schools, all middle schools, high school, and Kirkwood Early Childhood Center

1. Buses do not run
2. Before- and after-school activities are canceled
3. Teachers, teacher assistants, nurses, and food service personnel DO NOT REPORT
4. Administrators, office staff, custodial, and maintenance personnel REPORT AS SOON AS POSSIBLE unless otherwise notified

PLAN 2 - SNOW SCHEDULE: Schools start two hours later than regular time

A two-hour delayed opening allows for snow removal and traffic clearance after evening snowfall or during relatively light storms. In the event of a two-hour delay, there will be no a.m. Adventure Club. There will be no elementary instrumental music program at North Kirkwood Middle School.

Buses run two hours later in the morning. The pick-up time will be two hours after the regularly scheduled pick-up time. School start times will be two hours after the regular start times:

- | | |
|--------------------------------------|------------|
| 1. Kirkwood High School | 9:45 a.m. |
| 2. North Kirkwood Middle School | 10:00 a.m. |
| 3. Nipher Middle School | 10:00 a.m. |
| 4. Keysor Elementary | 10:40 a.m. |
| 5. North Glendale Elementary | 10:40 a.m. |
| 6. Robinson Elementary | 10:40 a.m. |
| 7. Tillman Elementary | 10:40 a.m. |
| 8. Westchester | 10:40 a.m. |
| 9. Kirkwood Early Childhood Center | 10:00 a.m. |
| 10. Half-day preschool will begin at | 10:00 a.m. |

Annually on the Friday before Labor Day, a test emergency notification will be conducted to test the system.

SCHOOL SAFETY

Emergency Contacts:

If your child is ill or hurt during school hours and the nurse or principal thinks the student should go home, a family member or emergency contact person will be notified before the student is released. **Please make sure the school has up-to-date contacts and emergency pickup information for your child or children at all times.** It is essential that you notify the school of any changes regarding phone numbers of parents or guardians and emergency contacts. Adults picking up children should bring photo identification with them to the school's main office.

Emergency Situation and Drills:

Students will participate in regular fire, tornado, earthquake, and [ALICE/Intruder](#) drills throughout the year. All teachers and students will be given information about safety procedures appropriate for such situations. In the event of an actual emergency situation, you may understandably want to pick up your child from school. Be sure to check the local news and radio stations, or our district website www.kirkwoodschoools.org for emergency information. NOTE: Emergency information will NOT be shared via Facebook or Twitter because not all families use those social media tools.

It is the Kirkwood School District's goal to notify parents of an incident or crisis as quickly as possible. We strive to provide the most accurate and timely information. We ask that you remember that all of the KSD staff members care about your children. We know you are worried and anxious. We want to provide you with information without creating undue alarm or anxiety.

When an incident occurs at any of our schools, district personnel work to assist the school and the police as well as communicate with families. The District will use auto call, email, the web and social media sites to convey information. Social media sites are instantaneous, whereas an auto call or an email has a longer notification process.

We must communicate what we know – when we know it – without jeopardizing the safety of the people within the school. Please remember communication in a crisis is difficult. We will do our very best to be fast and accurate, knowing the possibility of human error exists.

PLEASE READ THE FOLLOWING FROM OUR DIRECTOR OF SAFETY AND SECURITY:

Dear Parents of KSD and Families,

Communication is key to keeping our schools safe and is important at all stages of a safety incident. It is so important when our students see, hear, or interact with other students about something that concerns them (at school, or over social media) that the student reports it to a trusted adult. These adults could be teachers, school staff members, principals, police officers or you, their parents.

Often major incidents can be avoided if critical information is provided. That information is anything referencing the potential for violence, a threat to school safety, or acts that could result in serious physical or mental harm.

To our parents we ask that if you are made aware of a safety or security concern, either through your student sharing or some other means, that you make the first step of reporting that concern to either school administrators, teachers or the appropriate law enforcement agency. Our KSD staff is trained to respond to safety concerns promptly and will involve law enforcement as needed. In event of an emergency, our school district has safety measures in place, including but not limited to:

- 1. Locked vestibules, doors, and perimeter safety*
- 2. Lockdown, evacuation plans, and reunification*
- 3. Visitor management policies and systems*
- 4. Security cameras in strategic places*
- 5. Coordination with emergency responders*
- 6. Communication via text, email, and voice call with families and community members*

We encourage you to take a few minutes to discuss our safety plans with your students and remind them of the importance of sharing any and all safety concerns with you, school staff members, or through other channels:

- 1. Courage 2 report 1.866.748.7047 tip line*

2. **Local Law Enforcement 911**
3. **Report to school resource officer**

We thank you for your support and partnership as we work together in making the Kirkwood School District and Community safe and a positive learning environment for every one of our students.

Sincerely,
Martise Scott
Director of Safety and Security
Kirkwood School District R-VII
Office 314.213.6100 extension 1 4 0 0
martise.scott@kirkwoodschoools.org

Fire Lanes:

The Kirkwood City Council has passed an ordinance establishing fire lanes at all school buildings. The fire lanes are to be kept open and accessible at all times – please do not park your vehicles or leave them unattended in these marked areas (red painted curbs).

Handicap Parking:

All Kirkwood schools reserve several parking spaces for our visitors needing wheelchair access to the curb-cutout-ramps on our sidewalk. Please DO NOT park in a handicap space without proper identification in your vehicle. Violators will be towed.

Student Property:

Protect your property! Print your name in ink on all property for which you are responsible. Do not bring items of value or large sums of money (in excess of \$20) to school. The school does not assume responsibility for lost or stolen items. Valuable items are to be left at home.

Searches by School Administrators:

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice.

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided, or reasonable inference drawn from such facts or information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

Lockers and desks assigned to students remain the property of Kirkwood School District and may be searched by school officials with or without notice. School officials will also call in law enforcement officials (including School Resource Officers) when they deem it necessary or appropriate or otherwise required by law. Those law enforcement officials may also conduct searches and take other appropriate action pursuant to their authority as law enforcement officials.

Traffic Pattern:

Many of our schools have an established traffic pattern to streamline and simplify morning and afternoon traffic. Please check with your school office for details specific to your building.

Weapons in School:

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities.

A weapon shall be defined as any instrument or device customarily used to attack or defend against an opponent, adversary or victim or any instrument or device used to inflict physical injury or harm to another person. Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and or expulsion from school.

In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year and will be referred to the appropriate legal authorities. The suspension may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education.

SCIENCE, TECHNOLOGY, ENGINEERING, ART, AND MATH (STEAMFest)

All Kirkwood students are encouraged to participate in the district STEAMFest, typically held in late March or early April. Students may make a collection, experiment, report, or project that uses science, technology, engineering, art or math. Planning meetings led by the district science facilitator will occur in the fall – more information will be provided prior to these meetings. Kirkwood adheres to the guidelines established by the Academy of Science St. Louis Science Fair. Check our [STEAMFest website](#) often for updates.

SOCIAL MEDIA AND CELL PHONES

Generally speaking, communication between and among students that takes place outside of school is not of concern to Kirkwood staff unless it is brought to our attention because there is a disruption to the learning environment and or to our students. If there are conflicts or disruptions brought to our attention, these will be addressed through our discipline guidelines. Common reasons for our involvement include name calling, bullying, and threats. Here are some examples to further clarify how our discipline guidelines and school procedures can intersect with student cell phones and internet activities:

Social Media:

Example #1: A conflict at school that begins with comments written on the internet will be evaluated according to our discipline guidelines. If the comments reflect name calling, bullying or threats, we will address these as if they happened at school or were written on a piece of paper.

Example #2: If students have identified themselves as Kirkwood School District students on social media sites, and it is brought to our attention that they have made comments which do not reflect our behavior expectations, the student may be investigated and or disciplined pursuant to our discipline guidelines.

Cell Phones:

Example #3: A phone that rings in class (call or text) can be taken by staff because we have explicitly asked that cell phones not disrupt the learning environment. Phones that are taken will be returned at the end of the day unless the phone is being held as evidence, or this is a repeated offense, which may require parent involvement.

Example #4: If, while responding to a disciplinary concern, there becomes a reasonable suspicion resulting in an investigation of student belongings (backpack, pockets), we may also search the calls, photos, and text records of a phone if the phone records relate to the disciplinary investigation.

Example #5: If a phone has been lost and is then found, we will read information in the phone in order to learn the identity of the owner.

We want parents and students to be fully informed that internet communication and cell phones will remain private until something causes us to have an interest in them and then we will review them in the same way we would review any other item thought to be posing a threat or disruption.

SPECIAL SCHOOL DISTRICT

Students who have been identified as having disabilities that impact with their learning receive services from staff members of the St. Louis County Special School District. The special educational services

provided are determined through an Individualized Education Program (IEP) process. Services provided in schools include specialized services, in-class support, learning center instruction, occupational therapy, physical therapy, adaptive physical education, and speech, language, and hearing support.

STANDARDIZED ASSESSMENTS

Middle school students participate in standardized testing in accordance with the [Missouri Assessment Program \(MAP\)](#). This testing gives our students the opportunity to show how much they know. KSD's MAP testing window for 2024 is available from your school's main office.

STAYING AFTER SCHOOL

The school retains the right to keep a child after school for either disciplinary or academic reasons. Parents and or guardians will be notified if this action needs to be taken.

STUDENT ACTIVITIES

Intramurals, Clubs And After-School Activities:

The Student Activities program represents a key component of the middle school curriculum. Activities focus on the development of social and physical skills and provide a wide range of activities that are based upon the interests and physical needs of middle school students.

All students who plan to stay for an after-school activity will need to pay a one-time "Activity Fee" of \$20. The activity fee is \$10 for students who qualify for free or reduced-price meals. To pay fees online, please access the www.myschoolbucks.com portal.

Contact the main office of your middle school for details on the variety of activities and possible transportation offered each semester to students of all grade levels.

STUDENT SUPPORT

MTSS Teams: (*Multi-Tiered Systems of Support*)

Effective supports and interventions must be readily available as soon as teachers become aware that an individual student is experiencing difficulty meeting or is greatly exceeding grade-level academic and behavioral expectations. In order to respond quickly, our schools have established school-based MTSS Problem Solving Teams. These teams utilize a structured problem-solving process to MTSS classroom teachers design – as well as implement and evaluate the effectiveness of intervention strategies when typical classroom strategies have not been successful. MTSS Problem Solving Teams convene at both the grade level for general intervention planning (e.g. grade-level planning of differentiated instruction, learning supports, social skill lessons) and at the building level for more focused individualized intervention planning.

When the identified concerns are significant or the response to general intervention is inadequate, the building-level MTSS team will convene. The building-level MTSS team is facilitated by a building administrator, school counselor, and school psychologist. It is comprised of classroom and instructional support specialists that may include:

1. Nurses
2. Literacy, resource, and gifted teachers
3. Educational support counselors
4. Occupational, physical, or speech language therapists
5. Directors of learning and innovation

These specialists have been trained in problem-solving and intervention strategies specific to academic and social, emotional, and behavioral needs. Parents are welcome to participate in the Building MTSS Team process for their child and are always informed of the plans designed by the MTSS team.

The Building MTSS team's role is to conduct individualized problem-solving, research-based intervention planning, implementation support, data collection, and monitoring of the student's response to interventions (RtI). Intervention plans often include small, flexible instructional groups which target essential skills and frequent curriculum-based progress monitoring. School-based specialists may include:

1. Occupational, physical, or speech language therapists
2. School psychologists
3. Special educators

The specialists may conduct in-class observations, collect progress monitoring data, help implement in-class interventions, or provide short-term instruction. Building MTSS teams use progress monitoring data to determine when more or less intense interventions are required in order to support the learning needs of the student. Parents are apprised of their child's progress regularly and are notified whenever a referral for formal evaluation needs to be considered. Parents should contact their school counselor through the main office for more information.

SURVEYING OF STUDENTS, PARENTS and GUARDIANS

Periodically, students are asked to complete surveys about curriculum, instructional activities, opinions on a variety of topics, personal likes or dislikes, personal preferences and activities, etc. Most of these surveys are written and used by the school district to evaluate matters significant to our program. Sometimes we are asked to administer surveys for other reasons such as a grant-funded program or someone's graduate research. The Kirkwood R-7 School District understands that some parents take objection to surveys which ask students to respond to questions of a personal nature. For this reason, we will notify parents in advance and request permission before any survey is administered which asks for personal information. Further, we will limit all requests to only those surveys we deem worthy of the time required for completion.

T

TECHNOLOGY

All students use technology (laptops, iPads, Activboards, etc.) on a regular basis. To ensure academic success in the electronic age, students are provided with the most modern technological equipment available (Macbooks, iPads, Activboards, Activotes, etc.) in their classrooms. Technology is used as a tool for inquiry, research, development, and publication. Students in grades 6 to 8 will have the opportunity to bring iPads home for continued learning and practice as part of their homework routine.

Please remind your child that downloading apps is a process that only occurs at school through the proper procedures. We ask that students take care of the equipment they are issued and use it in a responsible manner. Students who do not comply with the technology expectations may lose the privilege of using the equipment. For a nominal fee, [iPad insurance](#) is available through the Kirkwood School District. You can find information in your child's backpack mail and on your school's website.

TELEPHONE

Use of the office telephone should be reserved for emergencies. **Student cell phones should be turned off from 8:00 a.m. to 3:00 p.m. each day.**

TEXTBOOKS

The majority of textbooks are now electronic, but often hard copies of textbooks are available upon request. Textbooks are the property of the school and are to be returned to the teacher by whom they are issued. Teachers will identify the condition of the books when issued to the students and when the books are returned. Any new damage will be reported, and damaged books are to be paid for by the student. If a

student loses a book, another book is to be issued. If the original book is not returned before the school year concludes, the student must pay the replacement cost.

V

VISITORS TO DISTRICT BUILDINGS

The Kirkwood School District uses the Raptor Visitor Management System in all our schools to strengthen our program of campus security for students and faculty. Part of keeping students and faculty safe is knowing who is always in our buildings, and the Raptor system will allow us to do that. The Raptor system will better allow us to screen visitors, contractors, and volunteers in our schools and provide us with a more secure environment for our students and staff.

Upon entering a district building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his or her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

The safety and security of our students is our highest priority and the Raptor visitor management system allows us to quickly identify those that may present a danger to our students. Thank you in advance for your understanding and your support in enhancing the school safety protocols in our district.

VOLUNTEERS AND CHAPERONES

Kirkwood School District requires volunteers who may work with children without a KSD staff member present to participate in a registration process that will include a background check. For complete information on the procedures for those who wish to chaperone and or volunteer in our buildings, visit the school district's [website](#).

While volunteering in a classroom, we suggest:

1. Remember all information concerning students is strictly confidential and should not be shared with others.
2. Notify the teacher if a student tells you information that could affect his or her health or well-being.
3. Avoid interrupting teachers while they are teaching. Questions should be addressed during teacher plan time if possible.
4. Let the teacher handle discipline issues and communicate any behavior problems with the teacher.
5. Leave pre-school children at home so you can spend quality time with your child.
6. Ask any staff member for help.
7. Refrain from political or religious preferences.
8. Absolutely no drugs, alcohol or tobacco are allowed on school property.

You may wish to explore volunteer opportunities with your child's school PTO. More details are available through your school's main office.