

Keysor Family

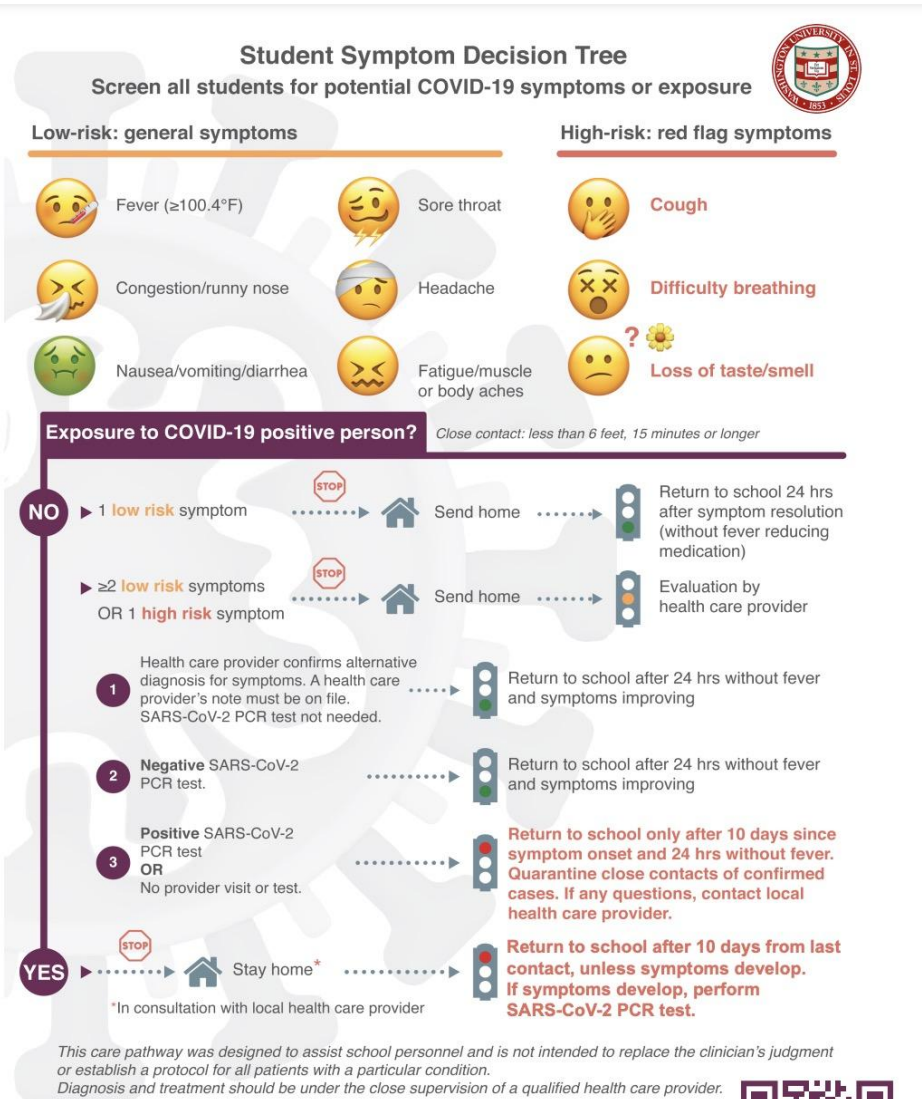
Handbook

2021-2022



Continued Focus on Personal Health: Runny noses, tummy aches, headaches...these all happen as part of the elementary school day. And typically, we take a "wait and see" approach, maybe offer a quick snack for a tummy ache, a little lie-down for a headache.

We will be erring on the side of caution when deciding to call families to come and pick up a student who is showing us a symptom (see more about this a few pages away). We will keep a student isolated from others who may be in the nurse's office until someone can come and pick them up. Kids must be symptom-free for 24 hours without meds before returning to school. We will need you to pick up as soon as possible after we call as we have limited isolation space.



For up to date information about KSD current covid cases and decision protocol, please visit our COVID Dashboard.
kirkwoodschoools.org/CovidDashboard



Breakfast and/or Lunch: The United States Department of Agriculture has extended the ability to provide FREE breakfast and lunch to all students for the entire 2021-2022 school year! Children aging from 0-18, whether they are enrolled in the district or not, are able to receive a free meal. Enrolled students will have the opportunity to order with their class. Children not yet enrolled with the district can stop by the Kirkwood High School Curbside Pickup on Mondays and Wednesdays from 11:00am-1:00pm. Curbside Pickup will be available throughout the entire school year. The first meal is free. Charges will apply to the second meal. Breakfast will be grab and go and be eaten in the classroom, and we will be returning to having lunch in the cafe this year. Students can still bring lunch from home, but food cannot be shared. Find more information from Chartwells [HERE](#).

- Breakfast Procedures: During arrival, students will be directed straight to hand sanitizing stations and pick up their grab & go breakfast which will be set up at a table near the entrances. They will then transition to their classroom. All students will eat at their assigned seats and behind their barriers.
- Lunch Procedures: Students will sanitize or wash their hands and then transition into the cafeteria. Students will have self-selected seats that will change every two weeks.

Visitor Information: Visitors will be permitted inside of school buildings. All visitors will need to adhere to the health and safety protocols in place for staff and students. At the elementary level within KSD, visitors will be a phased-in approach. For the start of school, this means visitors can come into the main office only during school hours. Our first priority is rebuilding our Keysor school community as a whole. Last year, we had a number of students and staff members at home the entire school year. On August 24, we can't wait to welcome EVERY Keysor kid and EVERY Keysor staff member back in person.

As we navigate coming together as a school, we will continue to work toward our next goal of welcoming back our families and community to our beloved Keysor events. Stay tuned on when we will be able to allow visitors throughout our school.

Hand Sanitizing: We will be teaching the kids that anytime they enter or exit a room, they are going to scrub up! We will also be hand sanitizing throughout the day as well.

Masks: All kids and staff are required to wear masks all day, covering both the mouth and the nose. Mask breaks will be provided during the day, but they will be quick. Lunch will be in the cafeteria behind their safety barriers. Masks will be worn all day when inside. Masks are not required when staff & students are outside. Neck gators are not an acceptable mask. If students arrive at school without a mask, we will provide them with a mask.

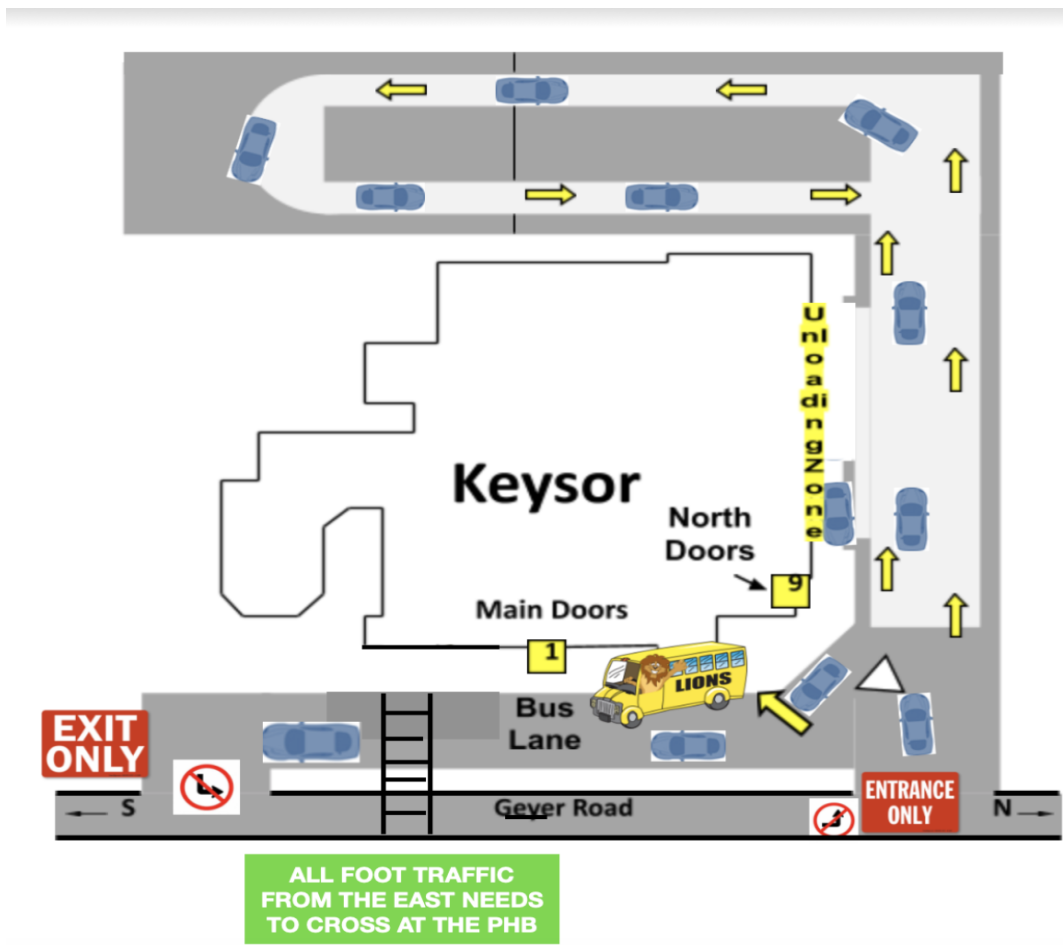
Outdoors: We will get the kids outside as much as possible even when the weather starts to turn just a bit. Please send in appropriate clothing and consider layers so your kids can work comfortably outside. We will also do all we can to keep classroom windows open.

Recess: Kids will be able to play outside as a grade level without masks on this year. We are providing students with lanyards this year that will be kept at the student's desk at the end of each day. Masks will connect to the lanyard so they can take them down during snack, lunch, and recess, and students' will not lose or take each other's masks.

Specials Classes: Grade levels will be on different specials rotations based on the number of classes per grade level. You can see the schedule for this rotation [HERE](#). Your child's class will follow the same schedule all year.

Arrival Procedures:

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



Students who walk and ride their bikes: Students should arrive between 8:25 and 8:35 if they are walkers or bikers. Walkers and bike riders should park their bikes at either the south or north rack depending on which direction they travel from. **All foot traffic from the east should cross Geyer at the Pedestrian Hybrid Beacon (crosswalk) directly in front of Keysor!**

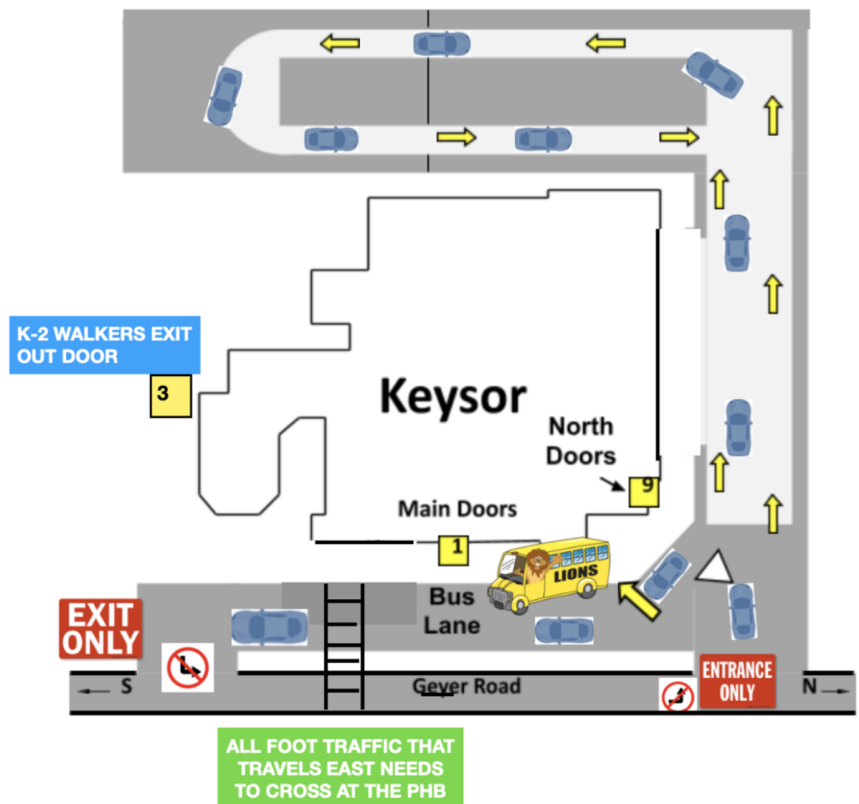
Bus riders: As buses arrive, staff will greet the bus & dismiss the students to line up. Staff will monitor the bus lines as students enter the building.

Once students are in the door: No matter which of these building entrances students are using, they will sanitize their hands at the station near the door. If they are getting breakfast, it is grab and go at a table across from the doorway. There will be staff members at each door ensuring that students are sanitizing and able to get breakfast then transition quickly to their classroom. The staff will be directing students to the appropriate hallway and stairwell to transition to their classrooms.

Dismissal Procedures:

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

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



Walkers & Bike Riders: Walkers and Bike Riders will be dismissed once the cars and buses are cleared from the parking lot. Both walkers and bike riders will exit out the side door by the art room. **All foot traffic traveling east should cross Geyer at the Pedestrian Hybrid Beacon (crosswalk) directly in front of Keysor!**

Bus Riders: Bus riders will be dismissed as the busses arrive. Bus riders will have assigned seats. Students will get sanitizer as they leave their classroom prior to transitioning onto the bus.

Masks:

- Masks **MUST** be worn at all times by both staff and students when inside.
 - Students should have masks on before exiting vehicles and need to wear them on the bus.
 - Masks will not be worn while at recess
- If a student forgets their mask or needs a replacement, there are disposable masks in the nurse's office, building entrances, and the front office.
- Students may take their masks off for snack or lunch after they set up their barriers.

Hand Cleaning:

- Staff and students must clean their hands when they arrive at school.
- Staff and students should sanitize hands when they leave a room or enter a room.

Classroom Safety:

- Students will have assigned seats in their room
- Students will wear their mask during class time
- Students will use barriers on their desk or table when eating
- Any student that is displaying symptoms will be sent to the nurse's office

Attendance Procedures: If your child will be tardy or absent from school, please notify the office as soon as possible by calling 314-213-6120. If your child is absent from school and we have not heard from you, we will call you to verify your child's absence.

Birthday Celebrations: Please do not send in treats for your child's birthday due to the large number of food sensitivities in each classroom. Ask your classroom teacher about other fun ways to celebrate your child's birthday at school, even if they have a summer birthday! Please do not send in birthday party invitations to school, unless every child in the classroom is invited. This keeps feelings from getting hurt!

Building & Facility Usage:

- Outside organizations can use the interior of the building for meetings or events and must go through our facilities rental to secure their space. Spaces are on a first-come, first-serve basis
- Outside areas are available to the community during non-school hours.
- No clubs or activities for the first quarter. We will continue to evaluate as we move through our return to school phases for the 21-22 school year.

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

Holiday Parties (Halloween): Halloween falls on a Sunday this year and our last day of in-person instruction prior to this holiday is Friday, October 29. Your child's teacher will send more details as the date draws near as this falls during the second quarter and we will be evaluating our volunteer practices and health and safety protocols at the end of the first quarter. But at the very least, students will be welcome to dress up and there will be a stoppage in instruction for a bit of fun.

Nurse Kari: Our fabulous school nurse, Kari Kopp, is our go-to person for health issues at Keysor. Her focus will be to monitoring for symptoms, checking in with families, and taking the lead on any contact tracing we might need to do.

Signing Students In if They Are Late

- If your student arrives at school after 8:40 am they will be marked tardy. If they arrive between 8:40 am - 9:00 am, they can enter through the front center doors and go straight to their classroom. Teachers will mark the student as tardy.
- If your student arrives at school after 9:00 am, they will need to sign in at the office. You can pull into the front-drive and call the office at 314-213-6120 and let us know you are sending your child in. Your child will be buzzed into the office and we will sign him/her in and send him/her to class.

Signing Students Out During School Hours:

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

What to Bring Every Day:

- Masks: send extra masks in backpacks, and please label ALL masks with your child's name. All students must wear a mask when they exit their vehicle or get on a bus.
- Water bottle: water fountain spigots are turned off, for now, only water bottle fillers are available at school. Be sure to label them!
- Jacket: cold months are coming soon, and we plan to get outside as much as possible! Please label all items!
- Tennis shoes: make sure your student has shoes that are appropriate for gym and recess.