



Our Mission

Students of the Kirkwood School District will think critically and creatively, driven by a sense of wonder, connection, and joy.

Our Vision

Working together, we will ensure all students are prepared for success – now and in the future.

KEYSOR Elementary School



2018 U.S. Department of Education Green Ribbon School
2017 Missouri Green Ribbon School
2014 and 2015 Model School

2019-20 Family Handbook

7 2 5 North Geyer Road – Phone: 314.213.6120
Kirkwood MO 63122 – Fax: 314.213.6172

[Keysor Website](#)

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Keysor Mission

The Keysor community works together to support all learners on their journeys as empathetic, creative and critical thinkers who actively impact our world.

Keysor Vision

Community

Character

Achievement

Impact

Keysor Value Statement

At Keysor Elementary, we value:

Community by:

1. Building relationships between students, staff, and families
2. Honoring diversity, individuality, and uniqueness
3. Collaborating with peers, adults, and the community
4. Creating a safe environment where we take risks and celebrate achievements
5. Fostering communication with families and all stakeholders

Character by:

1. Building traits such as empathy, compassion, kindness, and respect
2. Teaching and modeling flexibility, mindfulness, resilience, perseverance, risk-taking, and self-reflection
3. Providing time to let kids be kids, play, and engage in the joy of school and learning

Achievement by:

1. Building problem solvers who think creatively and critically
2. Giving students immediate feedback to help them reflect and take action
3. Using assessments, data and goal setting to design, and drive differentiated instruction
4. Honoring individual growth and development: emotional, academic, health, and well-being
5. Providing time for adults to collaborate and further their understanding of best practices

Impact by:

1. Giving students real-world exposure and opportunities
2. Involving students in caring for our school and having leadership roles
3. Empowering students to know their impact on the environment and others



Keysor Elementary School

Dr. Alyssa Taylor, Principal

Dr. Jeremy Mapp, Assistant Principal

Keysor Welcome!

Welcome to another amazing year with us here at Keysor! Our faculty and staff are grateful for the opportunity to partner with you in educating your child this school year. Keysor has a reputation as one of the best elementary schools in the State of Missouri and the United States of America. Keysor has been recognized as a United States Department of Education Green Ribbon School (2018), Missouri Green Ribbon School (2017) and Model School (2014 and 2015). We don't take this acknowledgment lightly, and we will work every day to continue to make our school community better.

This family handbook is meant to be a resource for you as we journey through this school year together. In it, you will find information about our school, teachers and community. We recommend you spend some time reviewing the items in the handbook alongside your child(ren). We will utilize our school website, Facebook, Twitter, Schoology and our Blackboard Messaging systems to remain connected throughout this school year. You can expect a phone call and email of the week's upcoming events on Sunday evenings at 5:00 p.m. This schoolwide communication is in addition to communication from classroom teachers.

Please be sure your current contact information, email address and phone number are always on file in our systems and always check your spam folder as sometimes communications from our Blackboard messaging system have been found in this folder. If you have questions or concerns at any time during the year, please feel free to call or stop by the Keysor Office. We are here for our students first and foremost and here to help in any way we can to that end. Looking forward to an amazing year!

Dr. Alyssa Taylor, Principal

Dr. Jeremy Mapp, Assistant Principal

Celebrating 150 Years of Excellence in Education

725 N. Geyer Road - Kirkwood MO 63122 - Phone: 314.213.6120 - Fax: 314.213.6172 - www.kirkwoodschoools.org

Primary Contacts

Principal: Dr. Alyssa Taylor alyssa.taylor@kirkwoodschoools.org	314.213.6100 extension 2 3 0 1
Assistant Principal: Dr. Jeremy Mapp jeremy.mapp@kirkwoodschoools.org	314.213.6100 extension 2 3 3 5
School Secretary II: Kelly Eschenroeder kelly.eschenroeder@kirkwoodschoools.org	314.213.6100 extension 2 3 0 1
School Secretary I: Lakeyla Burrows lakeyla.burrows@kirkwoodschoools.org	314.213.6100 extension 2 0 2 0
Counselor: Jill Gatcombe jill.gatcombe@kirkwoodschoools.org	314.213.6100 extension 2 0 4 0
Clinic: Kari Kopp kari.kopp@kirkwoodschoools.org	314.213.6100 extension 2 0 3 0
Café: Sharona Jones keysor.cafeteria@kirkwoodschoools.org	314.213.6100 extension 2 2 0 1
First Student Transit: Local bus service	314.965.6130
VICC Transportation Office:	314.721.8657
Missouri Central: VTS bus service	314.535.7525
Adventure Club: Debbie Fechter	314.213.6100 extension 2 3 6 1

PTO OFFICERS 2019-20

President: Sarah Pitt Kaplan (grade 1 mom)	president@keysorpto.com
VP - President Elect: Andy Flach (grade 3 dad)	vicepresident@keysorpto.com
VP: Amber Jennings (grades 2 & 4 mom)	vicepresident@keysorpto.com
VP Elect: Tara Kelly (grades 2 & 3 mom)	vicepresident@keysorpto.com
Treasurer: Kirk Augustine (grades 1 & 4 dad)	treasurer@keysorpto.com
Treasurer Elect: Aaron Woods (grades 3 & 4 dad)	treasurer@keysorpto.com
Secretary: Carrie Chen (grade 3 mom)	secretary@keysorpto.com

Keysor Staff 2019-2020

Internal calls dial the extension. External calls dial 314.213.6100 and then the extension

Staff	Room	Extension
Taylor, Alyssa	1 0 6 - Principal	2 3 0 1
Mapp, Jeremy	1 0 6 - Assistant Principal	2 3 3 5
Burrows, Lakeyla	Office	2 0 2 0
Eschenroeder, Kelly	Office	2 3 0 1
Olsen, Steve	Office	2 3 0 1
Maker's Space	1 1 5 E	2 2 0 6
Grimaud, Michelah	1 1 1 – Grade K	2 2 1 3
Lorenz, Katie	1 1 2 – Grade K	2 2 1 4
Perkins, Maggie	1 0 9 – Grade K	2 2 1 1
Pietroburgo, Jamie	1 1 4 – Grade K	2 2 2 4
Tackes , Alison	1 1 0 – Grade K	2 2 1 0
Harbison, Kimberly	1 3 1 – Grade 1	2 1 6 0
Jansen, Traci	1 3 2 – Grade 1	2 1 6 1
Johnston, Dani	1 3 5 – Grade 1	2 1 6 4
Mason, Sheriah	1 3 4 – Grade 1	2 1 6 3
Pryor, Joyce	1 3 3 – Grade 1	2 1 6 2
Bradley, Justin	0 0 9 – Grade 2	2 4 5 0
Capizzi, Jeff	0 1 2 – Grade 2	2 2 0 4
Koch, Leah	0 1 0 – Grade 2	2 1 4 1
Wellman, Robin	0 1 1 – Grade 2	2 2 0 3
Brockmeyer, Molly	2 1 0 – Grade 3	2 2 2 1
Goodwin, Mickie	2 0 8 – Grade 3	2 2 2 0
McCracken, Paige	2 0 6 – Grade 3	2 2 1 8
Pursley, Steve	2 0 7 – Grade 3	2 2 1 9
Lauberth, Kelly	2 0 5 – Grade 4	2 2 1 7
McCarthy, Megan	2 0 4 – Grade 4	2 2 1 6
Rosser, Lindsey	2 3 1 – Grade 4	2 2 0 8
Smart, Leslie	2 0 3 – Grade 4	2 2 1 5
Chastain, Abby	2 3 4 – Grade 5	2 2 2 6
Hoffmann, Robyn	2 3 3 – Grade 5	2 2 2 5
Krena, Jason	2 3 5 – Grade 5	2 2 2 8
McCoy, Jennifer	2 3 2 – Grade 5	2 2 0 9
Adams, Anthony	Teaching Assistant	2 3 0 1
Adams, Mario	Custodian	2 0 5 1
Adventure Club	Café	2 3 6 1
Banks, Alise	Teaching Assistant	2 3 0 1
Bartin, Jen	1 1 5 A – Librarian	2 0 6 0
Bechtel, Valerie	0 0 8 – Math Teaching Assistant	2 3 2 1
Bournstein, Shelley	Teaching Assistant	2 3 0 1
Bratcher, Anitra	2 0 5 A – S E L Coach	2 4 7 2
Byrne, Stephanie	0 0 7 – Literacy Specialist	2 2 2 7
Chapman, Bob	1 1 5 A – Technology	2 0 6 5
Cheatham, Leia	1 1 5 C – SSD Speech-Language	2 0 3 2
Circulation Desk	1 1 5	2 0 6 2
DeMarco, Carrie	Teaching Assistant	2 3 0 1
Dibb, Justin	0 2 7 – P.E.	2 4 7 1
Dunn, Leah	1 1 5 C – S S D Occupational Therapist	2 0 3 2
Fechter, Debbie	Adventure Club	2 3 6 1
Flesch, Emily	1 1 3 – S S D Resource	2 0 4 3
Freihaut, Rob	Custodian	2 0 5 1
Gatcombe, Jill	2 0 5 A – Guidance	2 0 4 0
George, Kathy	1 1 5 – Library Assistant	2 0 6 1
Glore, Lydia	1 0 8 – S S D Resource	2 0 3 2
John, Melissa	0 0 8 – Math Specialist	2 3 2 1
Jones, Kate	0 2 7 – P.E.	2 4 7 1

Keysor Staff 2019-2020

Internal calls dial the extension. External calls dial 314.213.6100 and then the extension.

Jones, Sharona	Cafeteria Manager	2 2 0 1
Lane, Amber	1 1 3 – S S D Resource	2 0 4 3
Lang, Vanessa	0 1 3 – Art	2 4 6 0
Liuzza, Nancy	2 1 1 – S S D Speech-Language	2 0 4 6
Long, Susan	S T 0 3 1 – S S D Physical Therapy	2 0 2 1
Mayo, Kalen	1 0 5 B – S S D Social Worker	2 4 7 3
Mogannam, Karen	S S D Music Therapist	2 3 0 1
Moore, Richelle	115D – REACH	2 2 2 3
Murray, Barbara	1 0 3 – S S D Paraprofessional	2 2 0 7
Newton, Katie	1 0 3 – S S D Paraprofessional	2 2 0 7
Nielsen, Kim	Teaching Assistant	2 3 0 1
Ortmann, Lisa	1 0 3 – S S D Paraprofessional	2 2 0 7
Randles, Amy	0 0 3 – Intervention-E L L	2 0 2 2
Reilly, Lia	Teaching Assistant	2 3 0 1
Renkins, Cathy	0 0 7 – Literacy Specialist	2 2 2 7
Ross, Kim	0 0 7 – Literacy Teaching Assistant	2 2 2 7
Schafer, Janet	Teaching Assistant	2 3 0 1
Skillman, Marion	1 1 0 – Paraprofessional	2 2 1 0
Spearing, Mary Ellen	1 0 3 – Paraprofessional	2 2 0 7
St. Clair, Tracy	0 3 4, 0 3 5 – Music	2 3 3 3
Stobie, Gail	1 0 3 – S S D Resource	2 2 0 7
Taber, Kathy	Custodian	2 0 5 1
Velk, J. J.	1 0 5 B – School Psychologist	2 4 7 3
Warren, Robert	Custodian	2 0 5 0

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 Data, Intervention & Supports, at 314.213.6106. For employee issues, contact Cindi Nelson, Chief Human Resources Officer, by calling 314.213.6103.

Keysor Daily Schedule 2019-20

Teachers begin their day	8:15 a.m.
Doors Open	8:25 a.m.
Learning begins for the school day	8:40 a.m.
Learning ends for the school day	3:35 p.m.
Parent pick-ups & walkers dismissed	3:35 p.m.
Buses begin loading	3:35 p.m.
Teachers end their day	3:55 p.m.
Note: Half-day early dismissal day end time	12:30 p.m.

Keysor Recess, Lunch and Specials Schedule 2019-20

Grade K

Lunch: 10:50 a.m. to 11:15 a.m. – Recess: 11:15 a.m. to 11:40 a.m. – Specials Block: 12:30 p.m. to 1:20 p.m.

Grade 1

Lunch: 11:45 a.m. to 12:10 p.m. – Recess: 12:10 p.m. to 12:35 p.m. – Specials: 2:10 p.m. to 3:00 p.m.

Grade 2

Recess: 10:50 a.m. to 11:15 a.m. – Lunch: 11:15 a.m. to 11:40 p.m. – Specials: 1:20 p.m. to 2:10 p.m.

Grade 3

Recess: 11:45 p.m. to 12:10 p.m. – Lunch: 12:10 pm. to 12:35 p.m. – Specials: 9:10 a.m. to 10:00 a.m.

Grade 4

Lunch: 12:40 p.m. to 1:05 p.m. – Recess: 1:05 pm. to 1:30 p.m. – Specials: 10:00 a.m. to 10:50 a.m.

Grade 5

Recess: 12:40 p.m. to 1:05 p.m. – Lunch: 1:05 p.m. to 1:30 p.m. – Specials: 10:50 a.m. to 11:40 a.m.

Keysor Early Release Day Schedule 2019-20

Grade K – Early Dismissal

2019: November 8; **2020:** January 17; **No Specials:** May 1, 2020, **No Specials** May 21, 2020

Recess and lunch: 10:00 a.m. to 10:40 a.m. – Specials Block: 10:50 a.m. to 11:40 a.m.

Grade 1 – Early Dismissal

2019: November 8; **2020:** January 17; **No Specials:** May 1, 2020, **No Specials** May 21, 2020

Recess and lunch: 10:00 a.m. to 10:40 a.m. – Specials Block: 10:50 a.m. to 11:40 a.m.

Grade 2 – Early Dismissal

2019: November 8; **2020:** January 17; **No Specials:** May 1, 2020, **No Specials** May 21, 2020

Recess and lunch: 10:45 a.m. to 11:25 a.m. – Specials Block: 9:10 a.m. to 10:00 a.m.

Grade 3 – Early Dismissal

2019: November 8; **2020:** January 17; **No Specials:** May 1, 2020, **No Specials** May 21, 2020

Recess and lunch: 10:45 a.m. to 11:25 a.m. – Specials Block: 9:10 a.m. to 10:00 a.m.

Grade 4 – Early Dismissal

2019: November 8; **2020:** January 17; **No Specials:** May 1, 2020, **No Specials** May 21, 2020

Recess and lunch: 11:30 a.m. to 12:10 a.m. – Specials Block: 10:00 a.m. to 10:50 p.m.

Grade 5 – Early Dismissal

2019: November 8; **2020:** January 17; **No Specials:** May 1, 2020, **No Specials** May 21, 2020

Recess and lunch: 11:30 a.m. to 12:10 a.m. – Specials Block: 10:00 a.m. to 10:50 p.m.

Keysor Specials Schedule 2019-20

Rotation by Grade, Class, Day, Special

Grade K: A Day: 12:30 p.m. to 1:20 p.m.

Lorenz: P.E.; Grimaud: Music; Perkins: P.E.; Pietroburgo: Art; To Be Determined: Library-Recess.

Grade K: B Day: 12:30 p.m. to 1:20 p.m.

Lorenz: Music; Grimaud: P.E.; Perkins: Art; Pietroburgo: Library-Recess; To Be Determined: P.E.

Grade K: C Day: 12:30 p.m. to 1:20 p.m.

Lorenz: P.E.; Grimaud: Art; Perkins: Library-Recess; Pietroburgo: P.E.; To Be Determined: Music.

Grade K: D Day: 12:30 p.m. to 1:20 p.m.

Lorenz: Art; Grimaud: Library-Recess; Perkins: P.E.; Pietroburgo: Music; To Be Determined: P.E.

Grade K: E Day: 12:30 p.m. to 1:20 p.m.

Lorenz: Library-Recess; Grimaud: P.E.; Perkins: Music; Pietroburgo: P.E.; To Be Determined: Art.

Grade 1: A Day: 2:10 p.m. to 3:00 p.m.

Pryor: P.E.; Harbison: Music; Jansen: P.E.; Mason: Art; Johnston: Library-Recess.

Grade 1: B Day: 2:10 p.m. to 3:00 p.m.

Pryor: Music; Harbison: P.E.; Jansen: Art; Mason: Library-Recess.; Johnston: P.E..

Grade 1: C Day: 2:10 p.m. to 3:00 p.m.

Pryor: P.E.; Harbison: Art; Jansen: Library-Recess; Mason: P.E.; Johnston: Music.

Grade 1: D Day: 2:10 p.m. to 3:00 p.m.

Pryor: Art; Harbison: Library-Recess; Jansen: Music; Mason: P.E.; Johnston: Art.

Grade 1: E Day: 2:10 p.m. to 3:00 p.m.

Pryor: Library-Recess; Harbison: P.E.; Jansen: Music; Mason: P.E.; Johnston: Art.

Grade 2: A Day: 1:20 p.m. to 2:10 p.m.

Bradley: P.E.; Capizzi: Music; Wellman: P.E.; Koch: Art.

Grade 2: B Day: 1:20 p.m. to 2:10 p.m.

Bradley: Music; Capizzi: P.E.; Wellman: Art; Koch: P.E..

Grade 2: C Day: 1:20 p.m. to 2:10 p.m.

Bradley: P.E.; Capizzi: Art; Wellman: P.E.; Koch: Music.

Grade 2: D Day: 1:20 p.m. to 2:10 p.m.

Bradley: Art; Capizzi: P.E.; Wellman: Music; Koch: P.E..

Grade 3: A Day: 9:10 a.m. to 10:00 a.m.

Brockmeyer: P.E.; McCracken: Music; Goodwin: P.E.; Pursley: Art.

Grade 3: B Day: 9:10 a.m. to 10:00 a.m.

Brockmeyer: Music; McCracken: P.E.; Goodwin: Art; Pursley: P.E.

Grade 3: C Day: 9:10 a.m. to 10:00 a.m.

Brockmeyer: P.E.; McCracken: Art; Goodwin: P.E.; Pursley: Music.

Grade 3: D Day: 9:10 a.m. to 10:00 a.m.

Brockmeyer: Art; McCracken: P.E.; Goodwin: Music; Pursley: P.E.

Grade 4: A Day: 10:00 a.m. to 10:50 a.m.

Smart: P.E.; Rosser: Music; Lauberth: P.E.; McCarthy: Art

Grade 4: B Day: 10:00 a.m. to 10:50 a.m.

Smart: Music; Rosser: P.E.; Krena: Art; McCoy: P.E.

Grade 4: C Day: 10:00 a.m. to 10:50 a.m.

Smart: P.E.; Rosser: Art; Krena: P.E.; McCoy: Music.

Grade 4: D Day: 10:00 a.m. to 10:50 a.m.

Smart: Art; Rosser: P.E.; Krena: Music; McCoy: P.E.

Grade 5: A Day: 10:50 a.m. to 11:40 a.m.

Chastain: P.E.; Krena: Music; Hoffmann: P.E.; McCoy: Art

Grade 5: B Day: 10:50 a.m. to 11:40 a.m.

Chastain: Music; Krena: P.E.; Hoffmann: Art.; McCoy: P.E..

Grade 5: C Day: 10:50 a.m. to 11:40 a.m.

Chastain: P.E.; Krena: Art; Hoffmann: P.E.; McCoy: Music.

Grade 5: D Day: 10:50 a.m. to 11:40 a.m.

Chastain: Art; Krena: P.E.; Hoffmann: Music.; McCoy: P.E..

Keysor School Calendar 2019-2020

JULY

July 1: Popsicles on Playground - Kindergarten

AUGUST

August 8: District opening day for staff
August 12: Meet-The-Teacher Night (5:00 p.m. to 6:00 p.m.)
August 15: *First day of school*

SEPTEMBER

September 2: District Closed - Labor Day
September 4: Picture Day
September 6: First Friday
September 14: Greentree Parade (festival is September 13 thru September 15)
September 20: No School – Staff Development Day
September 23–27: Bike Week

OCTOBER

October 1: First Friday
October 4: Fall Fun Run
October 11: End of First Quarter
October 14: No School – Records Day
October 15: No School – Parent/Teacher Conferences
October 28-29: Spiders Family Night
October 31: Halloween Parade and Class Parties

NOVEMBER

November 1: First Friday
November 8: Early Dismissal at 12:30 p.m. – Staff Development
November 21: MADCO Performance at 2:30 pm. and 7:00 p.m.
November 27: No School
November 28: KSD Turkey Game
November 28-29: District Closed - Thanksgiving Recess

DECEMBER

December 6: First Friday
December 10: Grade 2 Concert at 2:30 p.m. and 7:00 p.m.
December 20: Winter Class Parties
December 20: End of First Semester
December 23 –
January 2: District Closed – Winter Recess

JANUARY

January 1 & 2: District Closed - Winter Recess
January 3: No School – Records Day
January 6: School Resumes
January 17: Early Dismissal at 12:30 p.m. – Staff Development Day
January 20: District Closed - Martin Luther King Day

FEBRUARY

February 7: First Friday

February 13: Valentine's Day Class Parties
February 14: No School – Staff Development Day
February 17: District Closed - Presidents' Day

MARCH

March 6: First Friday
March 6: End of Third Quarter
March 16 thru
20: District Closed - Spring Recess March 16 thru 20
March 23: No School
March 24: School to Resume

APRIL

April 2: STEAMFest Project Drop Off at Kirkwood High Science Building at 4:00 p.m. to 6:00 p.m.
April 3: First Friday
April 3: STEAMFest Project Drop Off at Kirkwood High Science Building at 4:00 p.m. to 6:00 p.m.
April 4: STEAMFest Fair at Kirkwood High Science Building at 1:00 p.m. to 3:00 p.m.
April 7: School Board Election
April 16: Early Dismissal at 12:30 p.m. – Staff Development Day
April 17: No School – Parent/Teacher Conferences

MAY

May 1: Early Dismissal at 12:30 p.m. – Staff Development Day
May 1: First Friday
May 21: Early dismissal at 12:30 p.m. – Last Day of School

2019-2020 School District Calendar

August 1 – 2 & August 5 - 7	New Teacher Workshop
August 8	District Opening Day Workshop
August 9, 12, 13	Teacher Work Days
August 15	First Day of School For Students
September 2	Labor Day Holiday – District Closed
September 20	Staff Development Day – No School for Students
October 11	End of First Quarter
October 14	Records Day – No School for Students
October 15	Parent - Teacher Conferences – No School For Students
November 8	Staff Development Day – Early Dismissal
November 27	No School for Students
November 28 - 29	Thanksgiving Recess – District Closed
December 20	End of First Semester
December 23 Thru January 2	Winter Recess – District Closed
January 3	Records Day – No School For Students
January 6	School Resumes
January 17	Staff Development Day – Early Dismissal
January 20	Martin Luther King Day – District Closed
February 14	Staff Development Day – No School for Students
February 17	Presidents Day – District Closed
March 6	End of Third Quarter
March 16 - 20	Spring Recess – District Closed
March 23	No School For Students
March 24	School Resumes
April 7	School Board Election
April 16	Staff Development Day – Early Dismissal
April 17	Parent - Teacher Conferences – No School For Students
May 1	Staff Development Day – Early Dismissal
May 21	Last Day of School for Students – Early Dismissal
May 22	Teacher Work Day
May 25	Memorial Day – District Closed

Calendar dates are subject to change. Please check [Keysor's School Website](#). Schools may conduct conferences on additional days and or during evening hours.

The ABC's of Keysor

SECTION A

ADVENTURE CLUB – BEFORE- and AFTER-SCHOOL CHILDCARE

Keysor and the Kirkwood School District are pleased to offer a high quality before- and after-care program for our students. The program is available from 7:00 a.m. until the start of the school day and again after school until 6:00 p.m. Participation fees are set by the district. Changes in your child's Adventure Club schedule should be communicated directly to Adventure Club personnel.

The mission of our program is to partner with families to provide a safe, high-quality environment for ALL children to be kids and explorers during their non-school lives. Our desire is that this experience will assist the children in social relationships, homework, and exploration of enrichment activity themes. We accomplish this by hiring highly trained staff members and building a relationship with each child. Inclusion services are provided through this program model. Parents who are interested in enrolling their child in Keysor's Adventure Club should contact [Debbie Fechter](#), Site Manager, at 314.213.6100 extension 3 6 5 1 for participation fees and questions.

ASSEMBLIES – KEYSOR PRIDE

Pride Assemblies showcase the various talents of our Keysor kids and teachers. Students or groups wishing to perform should check in at the school office. Students or groups will then audition before a panel of faculty and staff. The Pride Assembly committee will have the final say in determining which students are able to perform at the school assemblies. Students must consistently show Keysor Pride (be responsible, be respectful, and be safe) and be completely prepared if they expect to perform. Parents and community members are more than welcome to attend. See the Keysor calendar for Pride Assembly dates.

ATTENDANCE

Absences and Tardiness:

Please call the school nurse Kari Kopp at 314.213.6100 extension 2 0 3 0 by 9:30 a.m. if your child is going to be absent or tardy. In order to ensure the safety of students, we will make every effort to contact the family of children who are absent or unaccounted for by 9:30 a.m. **Please note: When a student is tardy, a parent or guardian must come into the office to sign the child in before the student will be sent to class.**

If your child is absent more than ten days without a doctor's note, a letter will be sent home to parents addressing the concern. If the absences continue to accumulate without a doctor's note, parents will be notified that a St. Louis City or St. Louis County Truancy Referral Packet will be submitted to the Department of Social Services Children's Division or the County Prosecutor's Office as Missouri law requires of all school districts.

Afternoon Dismissal:

Dismissal at Keysor creates much congestion with both people and vehicles. To ensure the safety of students, families, and staff, we need your help looking out for pedestrians, maintaining safe speeds, having hangtags visible in all car pick-ups, and keeping traffic moving on Geyer Road. PLEASE REMAIN ALERT AT ALL TIMES! A vast majority of backups result from well-meaning grandparents or babysitters who aren't aware of our procedures.

NOTE - if there is a change to your child's normal dismissal routine, please call the main office NO LATER than 3:15 p.m. to ensure we have ample time to inform your child and their teacher. Teachers do not always have time to check emails and phone messages at the end of the day.

Individual Early Dismissal:

If your child needs to be dismissed during the school day for a medical appointment or other reason, please do one of the following:

1. Send a note with the child or call the office explaining the reason for dismissal and the expected time of release.
2. Come to the office and sign the student out.

We will call the student to the office when you arrive to pick him or her up. On Staff Development Days, early dismissal is at 12:30 p.m. If there are changes in your child's dismissal procedures, please alert the school office well in advance of dismissal time.

Morning Arrival:

Students are allowed to enter the building when the first bell rings at 8:25 a.m. All students should enter the building through doors 1 or 9. All students should go directly to their classrooms, even if they need breakfast. This will ensure they are not marked absent for the school day. Teachers will be greeting students in classrooms and preparing for the day from 8:25 a.m. to 8:40 a.m. Please refrain from visiting with teachers while they are responsible for supervising students. Meetings with teachers should be scheduled before school, after school, during planning periods, or lunchtime. School begins promptly at 8:40 a.m.; those arriving after 8:40 a.m. MUST enter through the Main Door (#1). They will be marked tardy and need to report to the office to sign in. A parent or guardian is asked to accompany late children to the office to ensure their safe arrival.

Please note: Students should not arrive at Keysor prior to 8:25 a.m., as they will not be supervised. Please do not bring your child or allow him or her to arrive before this time. If it is necessary for your child to arrive earlier than 8:25 a.m., the [Kirkwood Adventure Club](#) is available through the district for a fee.

If you drive your child to school, please use our loop-around-lane that runs to the north of the building and loops around our parking lot and blacktop playground. Children should exit vehicles only in our unloading zone on the north side of Keysor; for safety purposes, please do not drop kids off elsewhere in the rear of the building. Drivers should remain in vehicles and prepare to pull forward once children are on the sidewalk. We appreciate your intentional focus on helping to keep children safe and traffic moving.

SECTION B

BEHAVIORAL EXPECTATIONS AND VOICE LEVEL CHART

We expect a great deal of Keysor kids and they consistently meet our expectations. Keysor 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. School-wide work is often communicated via morning video announcements. We encourage learners to do their best work at all times. We learn, achieve, and work together in order to make Keysor a better place for all to learn.

Keysor Voice Level Expectations**The Volume Of Your Voice Should Be...**

- 0 = Independent work time and hallways = SILENT
- 1 = Conference, bathrooms and library = SOFT WHISPERS
- 2 = Group work, cafeteria and bus = REGULAR VOICE
- 3 = Whole class, discussions and P.E. = LOUD VOICE
- 4 = Outside, recess and emergencies = SHOUT VOICE

BICYCLES

Students may ride a bicycle to school if the following requirements are met:

1. The student is in grade 3, 4, or 5 OR accompanied by a sibling or neighbor in these grade levels or BY an adult.
2. The student wears a helmet when riding the bicycle.
3. The student has a padlock and chain to secure his or her bicycle.

Students should walk their bicycles on school property due to congestion at arrival and dismissal times. Please get off your bike when you get to school. Walk your bicycle to the bike rack in the morning. When you leave in the afternoon, please walk your bike from the rack to the edge of the schoolyard before riding home. **Any student not wearing a helmet will not be allowed to ride a bike to school. For safety purposes, wheelie shoes are not allowed at school.**

BUS EXPECTATIONS

Some bus basics include:

1. Only students who live one mile or more away from school or in an area that is designated as a hazardous route qualify for free transportation to and from school.
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. Parents of students normally riding the bus must notify the teacher in advance when their child is to be picked up by a parent or other adult. Without advance notice, students will be sent home on the bus.
5. Parents must notify the office in writing if it is necessary for their student to ride a bus other than his or her assigned bus, or if the student is to get off at a different stop. This note must be approved by the office and presented to the bus driver.

Keysor Elementary School supports bus safety and wishes to assist students as they make positive choices before and after school. Time spent in transit is 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, students will 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. Students who receive referrals for bus behavior will typically face the following consequences:

1. **1st referral** - Situation is discussed with the student; parents are notified via phone call, letter, or email.
2. **2nd referral** - Situation is discussed with the student; parents are notified via phone call, letter, or email. The student may spend time in "bus school," talking with an adult about expectations and devising a plan to ensure appropriate behavior in the future.
3. **3rd referral** - Situation is discussed with the student, with parents notified via phone call, letter, or email. The student may receive a one- to five-day suspension from riding the bus. The parent or guardian will be responsible for student transportation to and from school during this suspension period.

If a student receives a fourth referral it will be handled as Strike One. The student will be responsible for devising an additional plan for positive bus behavior. Subsequent referrals will be handled in a similar fashion with students receiving a suspension for every third bus referral.

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 [Elementary Disciplinary Guidelines](#) (located under school district policies).

Kindergarten Riders:

Parents of kindergarten bus riders should be advised that it is Kirkwood School District policy to require an adult or care giver meet kindergarten students at the bus every day. Students with no one to meet them will be taken back to school.

SECTION C

CHANGES IN AFTER-SCHOOL TRANSPORTATION

If your child is being transported home in a different manner than his or her regular routine (i.e., going home with a friend), please write a note to the school stating your child's arrangements for that day. Students will not be allowed to use school telephones to arrange for after-school activities. If you need to contact a teacher, please call him or her at 314.213.6100 and the appropriate extension. Teachers check their phone messages each day but may not return a call until after school. **Emergency or late-in-the-day changes in transportation arrangements for dismissal must come through the main office (314.213.6120) to ensure your child gets the message before school is dismissed.**

CLASSROOM PARTIES

There are three parties each year: Halloween, Winter Holiday, and Valentine's Day. Contact the PTO representative in charge of room parties for more details on how you can get involved. All celebrations included in the instructional program will be inclusive and pluralistic – all students should be able to feel included and comfortable. Student participation in any program or performance is voluntary. Parents who believe a school activity is in conflict with their religious beliefs should alert the school and a positive alternative will be provided. Younger siblings are welcome to watch the Halloween parade. We do respectfully ask that **younger siblings not attend classroom events** unless the classroom teacher states otherwise.

1. **ALWAYS** check with your child's teacher first for their classroom routine
2. **ALWAYS** check with your child's teacher or the school nurse for the most current allergy-approved list
3. **ONLY** commercially prepared, individually-wrapped treats are acceptable (St. Louis County Health Department recommendation)

A possible alternative would be to read a favorite book to the class, donate a book to the class or school library, a kickball game, or gift with non-food treats like fun pencils, erasers, or similar items.

CLASS PLACEMENTS

The class placement process is taken very seriously at Keysor. Our teachers spend many hours placing students into classes for the following grade and year. In the recent past, parents were invited to complete an online survey describing their child and his or her academic and interpersonal strengths, concerns, and needs. Teacher requests are not considered, but we do hope to maintain positive relationships a family already has with a teacher and that information is collected via the online survey as well. Please note that once classroom placements have been made, it is almost impossible to make any changes. It is imperative, then, that input is given before the class placement process begins or is completed.

COMMUNICATION BETWEEN SCHOOL AND HOME

Regular communication about your child is of utmost importance to us. To assist with this, each Keysor kid will receive a red folder to go home at the end of each week with updates and information included. Please sign comment pages and return to school in a timely manner as per teacher requests.

Rather than sending multiple copies home to the same family, some notices will be sent home only with the oldest sibling. It is important to check backpacks each evening, especially for homework. We ask that backpacks are always a part of your Friday routines.

Email & Backpack Mail:

The backpack serves as a valuable method of communication, coupled with electronic communication (Schoology, emails, websites), phone calls, and personal visits. To save paper and assist with communication and organization, we have shifted to paperless communication with most documents initiated at the school or district level. Literally hundreds of notices, assignments, and flyers could travel in your child's backpack each year – most of which are now available for parents in the district and Keysor "PeachJar" which can be found on the school website.

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 2019-20 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.**



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

Schoology 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, Schoology will be the go-to source for learning. Schoology 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

New for 2019-20! 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

New for 2019-20! 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.



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

Social media is used for sharing information about school and district events, community activities, and schedule and time changes. Social media may also be used as a communication tool in a crisis situation, because posts appear immediately. The district Facebook page is www.facebook.com/kirkwoodschooldistrict. Follow us on twitter@kwoodschoools.

For more information, please contact KSD Community Relations and Development at news@kirkwoodschools.org.

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 Toward 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

Our guidance counselor provides a variety of services for students and their families. Services include: classroom guidance lessons, small group counseling, brief individual counseling, and family support (parent education, crisis assistance, and other resources). In addition, our counselor oversees our state assessment program and accepts student referrals for academic and behavior intervention planning. If you or your child or children need assistance, please contact Keyser counselor [Jill Gatcombe](#) at 314.213.6100 extension 2 0 4 0.

Educational Support Counselor Services:

An Educational Support Counselor (ESC) supports our school's Guidance 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, 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. Crisis intervention
3. Home visits
4. Parent education
5. Case management
6. Information and referral
7. Collaboration with other school professionals
8. Collaboration with community agencies and organizations
9. Advocacy for students and parents

CURRICULUM

The Kirkwood School District has a curriculum developed for each academic subject area. In addition to the district-prescribed curriculum, there are many other instructional services and varied activities to enable students to develop their special talents and interests. In all of our programs, teachers are dedicated to meeting the individual needs of each student.

SECTION D

DISMISSAL DURING STORMS AND TORNADO WARNINGS

In case of storms or warnings at the time of dismissal, the school day will be extended until conditions are deemed safe for the children to depart. Parents and guardians may come to the office to sign out their children in view of an approaching storm. We do, however, strongly discourage you from leaving with your child during an actual weather emergency or warning. Our priority is the safety of every person in our building. We regularly practice emergency situations and panicked visitors may cause increased and unnecessary anxiety for other children.

DISTRIBUTION OF NON-CURRICULAR PUBLICATIONS

The principal and the district Department of Student Services must approve distribution of any noncurricular materials.

DRESS STANDARDS

Children are expected to dress in good taste for school and in a manner appropriate for the weather. Strapless tops, see through shirts or blouses, undersized or oversized shorts or pants, and clothing with inappropriate words or messages (as determined by any Keysor staff member) may be asked to change clothes.

Modesty is encouraged so as not to distract from the educational environment. Hats, caps, hoodies and other headgear (scarves, bandanas, wave caps, etc.) are only to be worn in the building on special occasions, within particular classrooms, and with teacher approval. Exceptions are made for medical or religious purposes.

SECTION E

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

Personal electronic devices that are brought to school must remain in the student's backpack during the school day. Students who choose to bring these items to school are doing so at their own risk. Keysor will not be responsible for the loss of these items. This also applies to toys and collectibles.

SECTION F

FIELD TRIPS

Parents or guardians are asked to complete a single [Field Trip Permission form \(called an Annual Authorization Form\)](#) at the beginning of the school year which grants permission for all field trips occurring during the school year. Parents or guardians will be notified when their student's class will be going on a field trip. Letters will be sent home to inform parents of the details and reminders about the option to decline the field trip.

The Annual Permission Form must be returned to the classroom teacher prior to attending all field trips. A student will not be allowed to participate in the field trip activity if the form has not been signed and returned by the parent or guardian. Please, for the sake of your child, return the permission slip.

FIRST FRIDAYS

First Fridays are monthly opportunities for parents, guardians, friends, and family members to join Keysor kids in celebrating lifelong learning. Held on the first Friday morning of each month from 8:25 a.m. to 9:00 a.m., guests are invited into classrooms as students showcase their learning. Guests are then invited to the cafeteria at 9:00 a.m. for breakfast refreshments and conversation sponsored by the PTO. *(Note: The April date is always changed to coincide with Good Friday, when many parents are off of work already.)*

Dates for our First Friday events in 2019-20:

September 6, 2019
October 4, 2019
November 1, 2019
December 6, 2019
February 7, 2020
March 6, 2020
April 10, 2020
May 1, 2020

FOOD SERVICE

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

Parents and Lunch

We invite you to eat with your child in the cafeteria. If you want to order a school lunch for yourself, please inform the office by 9 a.m. If you choose to bring in lunch from an outside vendor, please only plan to bring lunch for you and your child. Concerns have been expressed from parents, teachers, and students regarding hurt feelings when students are asked to bring a friend, but others are not included. We appreciate your cooperation in helping make our dining experience stress free!

At the high school we will continue to offer premium meal options in the café! Premium meal options will provide the students more variety and flavors using whole muscle meats and fresh seasonal sides such as watermelon, pineapple, and specialty salads. Students 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. **The positive student feedback at KHS with our premium options has encouraged us to offer tier pricing at the middle schools starting with this 2019-20 school year!**

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 one half-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% of 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 foods are 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 eight most common food allergens and provides nutritional information including carb counts. Download the Nutrislice App to check the menu from your mobile device!

Meal Price Increase for 2019-20

Food prices have risen dramatically and may continue to do so over the next several years partly due to increasing transportation costs and the continued rollout of the new meal legislative requirements. Meal prices are determined by Kirkwood School District leadership and attempt to balance the food service budget in order to break even and to comply with USDA meal pricing requirements.

2019-2020 School Year Meal Prices:

Elementary Breakfast:	\$2.30	Elementary Lunch:	\$3.05
Secondary Breakfast:	\$2.30	Secondary Lunch:	\$3.20

Secondary Tier 1 Lunch:	\$3.70	Secondary Tier 2 Lunch:	\$4.20
High School Breakfast:	\$2.30	High School Lunch:	\$3.20
High School Tier 1 Lunch:	\$3.70	High School Tier 2 Lunch:	\$4.20
Adult Breakfast:	\$3.05	Adult Lunch:	\$4.00
Adult Tier 1 Lunch:	\$4.50	Adult Tier 2 Lunch:	\$5.00

Meal Payment Process

The Food Service Department uses the WebSmartt system. This program tracks student payment and sales information for the current year. The Parent or Guardian may see one week of their student's meal account online in the SchoolBucks 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.

1. All lines are cashless (except for the high school). 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.**
2. 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.
3. Cash should be placed in a prepayment envelope with the student's name, ID number and amount.
4. Prepayments can be made online: www.myschoolbucks.com, the site may be accessed through the Kirkwood School District website, <http://.kirkwoodschoools.org>. Parents, guardians, and employees are able to add money to student meal accounts online (electronically) through the MySchoolBucks system. Payments may be made by credit card or debit card.
5. Payments made by 9:00 a.m. should be available for the current day's use.
6. Prepayment deposits are recommended weekly or monthly to avoid negative account balances.
7. Student negative account balance emails will be sent home weekly to elementary students. **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.**
8. To prevent fraudulent use of student accounts, a picture of each student will be displayed when their PIN number is entered.
9. Refunds of more than \$20.00 are automatically mailed to students graduating unless otherwise requested. You may contact our office for more information. Remaining balances left in meal accounts at the end of the school year will rollover to the following school year.

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 Audrey.Westrich@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 **Thursday, September 26, 2019**. The parent or guardian of students eligible for free meals through Direct Certification must complete a [new application](#) if a letter dated July 1, 2019 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.

SECTION H

HEALTH SERVICES

The Keysor School Clinic is located in the main hall and is staffed from 8:00 a.m. to 4:00 p.m. each school day. 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 MTSS 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 pattern 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 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 nurse of any changes in the information on the student's emergency card.

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 or 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 all families 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 Tests:

The hearing of students in grades K, 1, 3, 5, 7, 9 and 11 plus all new students, is screened annually 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.

Immunizations:

It is the policy of the Kirkwood R-VII 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.

A student is exempted from obtaining immunizations if the district has on file the completed 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. The original of MO Department of Health and Senior Services form Imm.P.12 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 Imm.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. This includes inhalers. Medications should be in the original pharmacy RX 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.

Physicals:

Physicals are requested when students enter kindergarten and again when they enter third grade. New students enrolling in Keysor will require a physical as well.

Vision Tests:

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.

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. Such instruction can be provided to students for up to five hours per week. For more information on this program, please contact Keysor guidance counselor [Jill Gatcombe](#) at 314.213.6100 extension 2 0 4 0 or the office of Special Programs at extension 7 8 1 9.

HOMWORK

First, we want to mention that much educational research has shown homework to have very little effect on student achievement. For most adults this is probably surprising and contrary to long-held beliefs stemming from our own school experiences. Philosophically, Keysor teachers believe that time after school and on weekends would best be spent with family activities or simply reading. For this reason, most Keysor kids will have varying amounts of homework three to four nights a week, depending on age and grade level.

As a general guideline, children should average no more than ten minutes of homework per grade level (i.e. 20 minutes for second grade) and all students are expected to read or be read to each evening. We encourage and even teach students to read books appropriate to their reading levels, often followed by a logging of or responding to what they've read.

Teachers may also assign homework in other subjects (i.e. math, spelling, social studies, and science) but this is not required of staff. Additionally, some school projects may require work to be done at home. If you have questions about homework, you should contact your child's teacher directly.

Absentee Student:

The nature of our work at school does not always allow for students to "make up" work at home. Much work depends on students' participation in mini-lessons and or group experiences. We encourage students who miss school to read appropriate books and write as much as possible. Schoolwork missed due to illness is excused; children will have time to make up work after they return to school. Parents or guardians may call about homework when a child is absent by contacting the classroom teacher. Please call as early in the day as possible to allow time to gather materials. If your child is too sick to study, please do not be concerned with this work.

SECTION I

INSTRUMENTAL MUSIC

In addition to our regular music classes, the instrumental music program is open to all interested fourth and fifth grade students. Fourth and fifth grade students may participate in orchestra. Band is available for fifth grade only. Students meet twice a week before school at North Kirkwood Middle School at 11287 Manchester Road. Parents must provide transportation to North Kirkwood Middle School. Bus transportation is provided back to Keysor after band and orchestra practice. Sign-ups for this program are in the spring and during early fall.

IPADS

Kirkwood School District is excited to loan Keysor 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.

Students in grades kindergarten through 2 use their iPads at their teacher's direction as we work to build good habits with technology. iPads remain at school through grade 2. Students in grade 3 may begin to take their iPads to and from school at their teacher's discretion. Students in grades 4 and 5 take their iPads to and from school as a regular habit and are expected to use them for school-related purposes as assigned by their teachers.

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.**

Parents or guardians may sign up and or waive the [yearly self-funded insurance plan](#) fee to cover damage or repairs. If coverage is waived, parents are responsible for damages or loss.

Conduct Code:

We Are Compassionate

1. Treat iPad with respect and care, this includes keeping case on iPad
2. Keep sound off unless instructed otherwise by teacher
3. iPad should have the screen down unless instructed otherwise by teacher

We Work As a Team

1. Arrive at school and come to class with fully charged iPad
2. iPads must be charged at home every night
3. Charger should remain at home during the school year
4. Always have your iPad in your possession (exception: locked in locker during lunch)

We Persevere

1. Only take photos or video recording when instructed by teacher and with consent of individual
2. Recording or taking photos of a teacher without permission will result in an immediate office referral
3. Online posting is only permitted when instructed by teacher
4. Must use district-issued email account

Safety:

All Keysor 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

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 prepare to not use our online payment option can pay via cash or check, working directly with the school office.

SECTION K

KEYSOR CUBS

The Keysor Cub program is for children ages three to five who reside in the Keysor attendance area. This year's event may include story times, developmentally appropriate art, music, and movement activities in the gym. Keysor works with Parents As Teachers and KECC to support these future Keysor kids and their families. The meeting date is January 21, 2020 from 6:15 p.m. to 7:00 p.m.

SECTION L

LIBRARY SERVICES

Students will use the library media center on a regular basis for inquiry, skill instruction, and reading pleasure. Books may be checked out for a specific time interval and may be renewed as necessary. Children with overdue books may not be allowed to check out additional books until all books are returned. The library will charge for lost or damaged books; Keysor reserves the right to hold report cards until materials are collected or paid for. The library phone number is 314.213.6100 extension 2 0 6 2.

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 located outside the cafeteria. 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.

SECTION M

MEDIA COVERAGE

Because of its excellent reputation and innovative programs, the Kirkwood School District is often the focus of media attention. Throughout the school year reporters for television, radio, newspapers, and other media outlets may visit any of our schools. They will cover stories as part of the local news or as features that highlight school activities and special events. In addition, the district's Community Relations Department produces several publications featuring photographs and interviews with students and staff. If you do not want your child to be included in media publications, please make sure to alert the school office.

SECTION 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

Home-school communication is critical to student success and we continue to seek better and more meaningful ways of connecting with parents and families. Keysor will hold first quarter "intake" conferences September 17 and 18 for parents of students in grades 1 through 5. 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.

First quarter report cards will come home in late October. Additional parent-teacher conferences are January 14 and 15.

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.

PARENT TEACHER ORGANIZATION (PTO)

All parents or guardians are invited to participate in our active Parent-Teacher Organization. During the 2019-2020 school year, P T O meetings will be held in the Pride Café (cafeteria) at 7:00 p.m. on the second Tuesday of each month unless otherwise noted.

P T O Meeting dates 2019-20:

September 10, 2019
October 8, 2019
November 12, 2019
February 12, 2020
April 14, 2020

All are invited to attend and are encouraged to participate. For more information, please refer to page 6 of this handbook for names, telephone numbers and email addresses.

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.

PHYSICAL EDUCATION AND RECESS

Students will be outside much of the time for physical education and recess. Please make sure that your child is dressed appropriately – students lacking appropriate dress may be required to miss recess and or P.E. If your child is unable to participate in P.E. or recess due to an illness or injury, please send a note from home. If he or she has to be excluded for more than a week, please send a doctor's note explaining the injury or illness.

The school provides equipment for recess playtime. Do not bring equipment from home (footballs, baseballs, bats, etc.). Trading cards (i.e. baseball, Pokémon) are not to be brought to school to play with during recess. The school is not responsible for lost play items.

SECTION 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 or 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 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 [Director of Student Services](#).

When there is sufficient reason to suspect the legitimacy of residency, the Director 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 the Keysor 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. Their direct phone number is 314.721.8657. Students who reside in the Normandy and Riverview Gardens attendance area and our city of St. Louis students can gain information through our [Student Services Office](#), at 314.213.6100 extension 7 8 1 4.

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.

SECTION 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 | 9:50 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

Building Security:

Our building is locked for the majority of the day. To access our building during the school day, you will need to use the doorbell on the front door. Please stand in front of the monitor. You will go directly to the main office to check in and connect with our office staff. ALL visitors, regardless of how long they plan to be in the building, will be required to sign in and out.

Crossing Guard:

Children who walk to school are instructed to observe and obey the crossing guards. We ask all parents who escort their child to school to do the same so as to reinforce good choices for student 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 and or guardians and emergency contacts. Adults picking up children should bring a photo ID with them to the Keysor main office.

Emergency Situations 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:

KSD is constantly working to make sure that your children are safe when they are at school. To that end, there are many plans and systems in place to protect your children in any case of emergency. One of these mentioned plans is our parent or student reunification plan.

*Our parent or student reunification plan is used if it becomes necessary to relocate the entire school population to either of our two alternative sites. Such a move will take place when it is determined by school and or district administration that keeping students in the school would be hazardous to them and staff. When you are notified of the activation of our parent or student reunification plan, you will be told where the students have been transported. **SPECIAL NOTE:** Out of concern for the safety of operations, and the security of your student(s), the alternate locations will remain confidential until such a time disclosure is needed*

If it becomes necessary to activate our parent or student reunification plan, parents will receive a text message, email, and phone call with information and directions. It is critically important that your respective school's office staff have all current phone numbers and email addresses so that we are able to contact you at any time during the school day in the event of an emergency.

When you arrive at the alternative site to pick up your child, there will be five stations: A thru C, D thru G, H thru L, M thru R, and S thru Z. Please report to the station that has the first letter of your student's last name. Give the station worker your child's name and present a **picture I.D.** that is a match to a name on the emergency contact list.

Once you have been identified, your child will be brought to you at the reunification station.

All individuals picking up students **must provide valid identification** and be **positively identified by our staff**. Unless a person's name is on our emergency contact list as having your permission to pick up your child, we will not release your child to them. Student safety is the primary concern for the Kirkwood School District. We appreciate your support and assistance in this important matter.

Sincerely,
Levaughn Smart, CPP
Director of Safety & Security
Kirkwood School District R-VII
Office: 314.213.6100 extension 1 4 0 0
levaughn.smart@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:

Keysor reserves 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.

Parking:

Parents and visitors are invited to park in available spots in front of the building or in spaces north and west of our school. Additional off-campus parking can often be found across the street and on neighboring streets. Additional parking will be made available on the playground blacktop during special events, but we ask those parking there to leave a route for others to exit, as necessary. If parking across the street from Keysor on the east side of Geyer Road, PLEASE DO NOT BLOCK the driveways of our neighbors.

Traffic Pattern:

Please note that Keysor has a single entrance onto the campus from Geyer Road and a single exit from the campus onto Geyer Road. To be courteous to the larger Kirkwood community, please DO NOT make a left turn into the campus from Geyer Road or from the campus onto Geyer Road during arrival and dismissal times each school day.

SCIENCE, TECHNOLOGY, ENGINEERING, ART, AND MATH (STEAM-Fest)

All Keysor students are encouraged to participate in the district STEAM fair, typically held in March. Students may make a collection, experiment, report, or project. Planning meetings will begin in late fall. More information will be provided prior to these meetings. Additional STEAM opportunities will be given throughout the school year. Check our [STEAM-Fest website](#) often for updates.

SOCIAL MEDIA

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: 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 #4: 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.

SPECIALS CLASSES (Art, Music, P.E. and Health)

All students will participate in a specials class for approximately 50 minutes each day on a rotating basis (see Master Schedule). Comprehensive instruction in art, music, physical education, and health are critical to your child's development. We expect full engagement from children.

Please refer to the Specials Rotation Calendar located on page 10 of this handbook.

SPECIAL SCHOOL DISTRICT

Students who have been identified as having disabilities that interfere 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 at Keysor include specialized services, in-class support, learning center instruction, occupational therapy, physical therapy, adaptive physical education, and speech, language, and hearing support.

STANDARDIZED ASSESSMENTS (MAP – Missouri Assessment Program)

Keysor 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. Learners in grades 3 to 5 take tests in communication arts and mathematics, with grade 5 students also tested in science. Grade K to 5 students participate in local assessments throughout the year. KSD's MAP testing window for 2020 is April 1 to May 7.

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

Author Visits:

One of Keysor's most popular annual events are our Author Visits! All families are welcome to attend sessions throughout the day. We greatly appreciate our PTO for financially supporting the Author Visits program. Details will be shared when available.

Maker Space:

During the 2019-2020 school year Keysor will have a dedicated Maker Space in our school library. This will allow for even more opportunities for ALL students to incorporate literature and to experience the joy of STEAM on a regular basis! If you'd like to volunteer in our Maker Space, please contact the school office at 314.213.6100 extension 2 3 0 1 or your child's teacher.

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 Keysor's school counselor [Jill Gatcombe](#) - at 314.213.6100 extension 6 0 4 0 for more information.

REACH - Gifted and Enrichment Programs: *(Responsive Educational Advocacy for Children of High Potential)*

Each of our classrooms works to meet the needs of all learners, regardless of ability or level of achievement. For students who meet specific qualifications, the REACH program provides differentiated instruction to further meet the needs of gifted learners. The REACH teacher works with classroom teachers to ensure that students' learning needs are being met in the classroom.

Reading and Math Support Programs:

A team of literacy specialists, math specialists, and specialized educators work with classroom teachers to support learners who require interventions and supports in order to meet expected achievement levels. Students who require intensive supports may receive small-group or one-on-one instruction outside the classroom, in addition to the regular differentiated instruction in the classroom. Parents will be notified of these services in advance.

SUBSTITUTE TEACHERS

There are occasions when teachers must obtain a substitute teacher when they are absent. If you know your child's teacher is out, please contact Keysor's main office at 314.213.6100 extension 2 3 0 1 with absences or changes in dismissal reports.

SURVEYING OF STUDENTS, PARENTS, and GUARDIANS

Students and or parents may be periodically asked to complete surveys about various school topics. Most surveys have been written and used by the Kirkwood School District to evaluate matters significant to our programs. We are occasionally asked to administer surveys for other groups or individuals. The Kirkwood R-7 School District understands that some parents and or guardians take objection to surveys that ask for students to respond to questions of a personal nature. Further, we will limit all requests to only those surveys we deem worthy of the time required for completion. You will be notified before any surveys are administered asking for personal information.

SECTION T

TECHNOLOGY

All Keysor students use technology (laptops, iPads, Activboards, etc.) on a regular basis. To ensure academic success in the electronic age, Keysor 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 K to 2 will only use iPads at school and will not bring them home. Students in grades 3 to 5 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 Keysor's website.

SECTION V

VALUABLES

As a general rule toys, collectibles, electronic games, and equipment (including iPods, MP3 players, cell phones, and video game players), stuffed animals, etc., should not be brought to school unless specifically requested by the teacher for a classroom event. Students are discouraged from bringing any

personal items to school. We do not want students to be faced with the loss, damage, or disappearance of items they value which can greatly affect their ability to keep their mind and body ready to learn.

VIDEO ANNOUNCEMENTS

We daily use our school-wide video system to make morning and afternoon announcements. Children are frequently highlighted and are integral in video production. Our morning program includes daily announcements and shared social skill instruction around ideas universally important across the school. Afternoon announcements are frequently used to celebrate varied student and teacher accomplishments.

VISITORS TO KEYSOR

The Kirkwood School District is pleased to announce that we will begin using 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 includes a volunteer application with background check. [Visit our district website for complete details and forms.](#)

Keysor welcomes family involvement and hopes that you will volunteer if you can. In addition to classroom experiences, family members and or guardians can assist in a number of other areas within the school: office, library, resource room, lunchroom, tutoring, field trips, and classroom parties. Volunteers are asked to sign in with the office and secure a visitor sticker upon their arrival.

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 preschool 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.

If you are interested in volunteering or participating in our Community Mentor or OASIS Tutor programs, please call Keysor's main office at 314.213.6100 extension 2 3 0 1.