



KIRKWOOD  
SCHOOL DISTRICT

***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.*

# VISTA

## 2018-19

# Family Handbook

106 N. Sappington Rd. Phone: 314.213.6142  
Kirkwood MO 63122 Main Office Fax: 314.984.6144

[Vista School Website](#)

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## Vista School Mission

VISTA provides a productive, consistent, and safe non-traditional community for middle and high school students. Given the unique needs of our students, VISTA is relationship-based programming with individual learning experiences that develop the potential of every student.

We realize that for various reasons, not all students attain full success at their home schools. It is our goal to provide for each student the academic and social and emotional support they need in order to succeed. We pride ourselves in knowing our students on a personal level, valuing and treating each one as an individual and placing them at the center of our decisions.

*The Kirkwood School District does not discriminate on the basis of sex, race, religion, age, national origin, handicap, or disability in admissions to, or treatment of employment in its programs and activities. Any person having inquiries concerning the District's compliance with Title IX, Section 504 for student issues should contact Missy Sandbothe, Executive Director of Special Programs, at 314.213.6106. For employee issues, contact Cindi Nelson, Director of Human Resources and Administration, by calling 314.213.6103.*



Vista School  
Julie Redington, Principal

## Vista Welcome!

August 2018

Dear Vista Families:

Welcome to VISTA! We look forward to another fantastic school year. Our staff is committed to continue making Kirkwood an exemplary educational experience for your student. The success of our students is very important to us and we believe a collaborative effort between students, parents, and school staff is vital in our ability to maintain a level of high achievement.

The student and parent handbook contains information that is important for both students and parents to understand and be aware of. Please read through this guide with your student. Our goal is that this handbook be a useful tool to facilitate awareness and allow you to be better informed and involved with VISTA.

Parental involvement is a critical element in maintaining high levels of student achievement. I encourage you to be active in your student's education, and I hope that you will visit our school whenever you can. It is our goal to make you feel welcome when you visit. I look forward to working with you and your student or students as we continue the traditions and excellence that exemplify our community.

Sincerely,  
Julie Redington  
Principal

Celebrating 150 Years of Excellence in Education

106 N. Sappington Rd. - Kirkwood MO 631222 - Phone: 314.213.6142 - Fax: 314.213.6144 - [www.kirkwoodschoools.org](http://www.kirkwoodschoools.org)

# Primary Contacts

**Principal:** Julie Redington 314.213.6100 extension 3760  
[Julie.redington@kirkwoodschoools.org](mailto:Julie.redington@kirkwoodschoools.org)  
**District Secretary I:** Christy Nickel 314.213.6100 extension 3921  
[christy.nickel@kirkwoodschoools.org](mailto:christy.nickel@kirkwoodschoools.org)

## VISTA Staff 2018-2019

Internal calls, dial the extension. External calls, dial 213.6100 and then the extension

Staff	Department	Extension
Champion, Thomas	Math	213.6100 extension 3765
Lehmann, Jane	Special Education	213.6100 extension 3763
Mastratuono, Tracy	Inclusion Assistant	213.6100 extension 3921
Olsen, Steve	School Resource Officer	213.6100 extension 3780
Sharp, Tracy	English	213.6100 extension 3764
Stevener, Todd	Social Studies	213.6100 extension 3762
TBD	Educational Support Counselor	213.6100 extension 3761

## District Staff

Administrative Service Center, 11289 Manchester Road

**Superintendent:**  
Dr. Michele Condon 314.213.6100 extension 7801

**Assistant Superintendent Learning and Innovation:**  
Dr. Bryan Painter 314.213.6100 extension 7811

**Director Human Resources:**  
Cindi Nelson 314.213.6100 extension 7804

**Chief Financial Officer:**  
Mike Romay 314.213.6100 extension 7825

**Executive Director Student Services:**  
Dr. Shonda Ambers-Phillips 314.213.6100 extension 7813

**Executive Director Special Programs:**  
Melissa Sandbothe 314.213.6100 extension 7819

**Chief Communications Officer:**  
Ginger Cayce 314.213.6100 extension 7851

# **Early Dismissal Staff Development Days**

VISTA will follow the Kirkwood School District calendar for the school year. On professional development days where students attend a half-day, only first session will meet during their regular scheduled time. Second session students are encouraged to work from home or at the library during their scheduled time.

The dates are: August 31, September 28, November 2, December 7, January 18, March 1, April 5

There will be seven staff development days resulting in early dismissal as described above. One all-day staff development day is scheduled for Friday, February 15. On this day, there will be no school for students.



## 2018-2019 School District Calendar

August 2 & 3, 6 thru 8	New Teacher Workshop
August 9	District Opening Day Workshop
August 10 & 13	Teacher Work Days
August 15	First Day of School For Students
August 31	Staff Development Day – Early Dismissal
September 3	Labor Day Holiday – District Closed
September 28	Staff Development Day – Early Dismissal
October 12	End of First Quarter
October 15	Records Day – No School for Students
October 16	Parent-Teacher Conferences – No School For Students
November 2	Staff Development Day – Early Dismissal
November 21	No School for Students
November 22 & 23	Thanksgiving Recess – District Closed
December 7	Staff Development Day – Early Dismissal
December 20	End of First Semester
December 21 thru January 1	Winter Recess – District Closed
January 2	Records Day – No School For Students
January 3	School Resumes
January 18	Staff Development Day – Early Dismissal
January 21	Martin Luther King Day – District Closed
February 15	Staff Development Day – No School for Students
February 18	Presidents Day – District Closed
March 1	End of Third Quarter
March 18 to 22	Spring Recess – District Closed
March 25	No School For Students
March 26	School Resumes
April 2	School Board Election
April 5	Staff Development Day – Early Dismissal
April 19	Parent-Teacher Conferences – No School For Students
May 22	Last Day of School for Students – Early Dismissal
May 23	Teacher Work Day
May 27	Memorial Day – District Closed

*Calendar dates are subject to change. Schools may conduct conferences on additional days and or during evening hours.*

*If the District uses more than two snow days, the make-up sequence will be May 23 and April 19.*

# The ABC's of VISTA

## SECTION A

### **ACADEMIC HONESTY**

Academic honesty and personal integrity are fundamental components of a student's education and character development. Vista expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. Grades should reflect the student's own work in the fairest possible way. The academically honest student produces work representative of his or her own efforts and abilities.

Academic dishonesty, cheating, or plagiarism involves an attempt by the student to show possession of a level of knowledge or skill which he or she does not possess.

### **Definitions Of Academic Dishonesty**

#### Cheating

Students who cheat deprive themselves of the opportunity to learn – especially how to think. Knowing how to think critically in each subject area prepares students for post-secondary education as well as any profession they pursue. The following offenses, including but not limited to those below, are considered examples of cheating:

1. Copying another student's work or assignment (including homework) to submit as one's own.
2. Allowing another student to copy your assignment (including homework) to submit a one's own.
3. Using or providing notes, documents, answers, aids such as a graphic calculator, computer file or other storage devices (i.e. cell phones, iPods, etc.), or helping another student on any assessment (i.e. test, quiz, exam, etc.) or assignment unless permitted by the teacher.
4. Stealing, borrowing or removing an exam from the classroom, or taking it from a teacher without explicit permission.
5. Tampering with teacher materials and or student records.
6. Copying, photocopying or having someone other than the student prepares the student's homework, paper, project, computer program, or take-home test for which credit is given.
7. Copying materials, including computer software, in violation of the copyright law.

#### Plagiarizing

Plagiarism is any use of another individual's ideas, words, or work without giving him or her appropriate credit. Plagiarism includes, but is not limited to, the following misuse of published material or material acquired from internet sources, and or the work of another student:

1. Paraphrasing or copying any source without giving proper credit to the author.
2. Not using denotation when citing sources.
3. Turning in any assignment which is not based on one's own research and writing.

### **Consequences for Academic Dishonesty**

Consequences will be handled through our discipline guidelines in section D on page 13 of this handbook.

### **ADMISSION TO VISTA**

Students are accepted into VISTA by a referral process beginning at the student's home school. Referrals are made for a variety of reasons, which may include:



1. Credit Recovery
2. Individualized Instruction
3. Long-term Suspension
4. Alternative Setting
5. Social or Emotional Concerns

The home school counselors or administrators submit an application packet to Ms. Missy Sandbothe, Executive Director of Special Programs. Once approved, an intake is then scheduled and the student begins attending within a few days of the intake meeting. Students retain their enrollment at their home school while attending VISTA even though they may not have courses on the home school campus.

The goal of VISTA is that the student will return to their home school as soon as possible. When it is determined that the transition back to the home school is appropriate, a plan is created to facilitate this process. Times when transitions is appropriate include, but are not limited to the following:

1. End of suspension
2. Student is in good standing with credit
3. Socially and emotionally ready to return

### **ATTENDANCE**

All Missouri children between the ages of seven years and seventeen years and who have not completed sixteen credits toward high school graduation are required to be under school jurisdiction during the hours school is in session.

It is essential that our students arrive to school on time and attend every day. Please make every attempt to schedule medical, dental, or other mandatory appointments before or after your student's session time.

The school year is defined as the period of time from the opening of school in August or September to the close of the regular school term. Students who are absent due to illness may be required to submit a doctor's statement. Students are required by law to attend a school until they have reached age seventeen or if they have successfully completed sixteen credits towards high school graduation. Any correspondence courses or on-line courses must be approved by the administration prior to enrollment if credit is to be granted.

### **Excusable Absences:**

Absences will be "excused" for the following reasons only:

1. Serious illness of a student
2. Serious illness of an immediate family member that necessitates the student's presence at home
3. Death of an immediate family member
4. Religious observance
5. Absences that have been approved in advance by the principal

Some students may be placed on an attendance contract requiring a specific percentage of attendance to remain enrolled at VISTA. This decision will be made on an individual basis in conjunction with the home school administrator and counselor.

### **Parent Responsibility:**

Parents have responsibility for requiring and promoting their child's regular attendance, the first step in achieving academic success.

Missouri School Law under the Compulsory School Attendance subsection places the burden of responsibility for school attendance on the parent:

*Every parent or guardian or other person in this state having charge, control or custody of a child between the ages of seven and sixteen years shall cause the child to attend regularly some public, private, parochial parish, or home school not less than the entire term of the school which the child attends. (RSMo.167.031)*

Parents and guardians are responsible for notifying the school office of their child's absence. A phone call should be made to verify the absence on the day of the absence but no later than 48 hours.

In the event of an attendance problem, parents or guardians and the school shall cooperatively work to resolve the situation.

Parents planning to take a student out of school are responsible for making advance arrangements with the school administration.

## SECTION B

### **BEHAVIORAL EXPECTATIONS**

VISTA uses positive reinforcement and support as the main approach to fostering good behavior among our students. This approach helps students achieve important social and learning strategies, while preventing problem behaviors. In this program students adhere to three basic rules:

1. Respect yourself and others
2. Respect the learning climate
3. Respect property

The staff will use the following to teach appropriate interactions:

1. Compliment the student on positive behaviors
2. Inform the student of the incorrect behavior
3. Inform the student of expected behavior
4. Check back with the student in a short time period

The students will use the following to respond to teacher interactions:

1. Acknowledge the staff member
2. Listen to staff directive
3. Comply with the request to modify behavior
4. Ask to discuss the situation appropriately if there is confusion over the request

### **Electronics and Non-Educational Items:**

Students are not to bring, buy, sell, or trade non-educational items at school. Items such as iPods, cell phones, electronic games, and laser pens, will be confiscated and may be picked up from the office at the end of the school day. **Cell phones should be turned off and locked in student lockers between 7:30 a.m. to 2:30 p.m. each day.**

Consequences of Offense 1 through 3: Warning, turn in phone.

Additional Offenses: Referral to administrator; more severe consequences may be assigned

## **BUS EXPECTATIONS**

Kirkwood School District supports bus safety and wishes to assist students as they make positive choices before and after school. It is our opinion that time spent in transit should be viewed as an extension of the school day and we try to support students and drivers in their safe transportation. In accordance with this belief, it is important that students face logical consequences for inappropriate choices made while riding the bus. Students who make poor choices deserve the opportunity to learn from their mistakes, but it is our responsibility to ensure safe transportation for all students.

Students who receive referrals for bus behavior will typically face the following consequences:

### **1<sup>st</sup> referral**

Situation is discussed with the student and parent is contacted.

### **2<sup>nd</sup> referral**

Situation is discussed with the student and parent is contacted. The student will work with school staff to think through a plan to ensure appropriate bus behavior and may receive an assigned seat near the driver.

### **3<sup>rd</sup> referral**

Situation is discussed with the student and parent is contacted. 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.

**Please note:** Serious bus behaviors may result in additional consequences at school in accordance with district policy.

## **SECTION C**

### **CELL PHONES**

Cell phones are not allowed at VISTA. Cell phones will be collected at the beginning of each session and returned to the student at the end of each session. ***Student cell phones should be turned off and locked in student lockers during each session, 7:30 a.m. to 10:30 a.m. and 11:30 a.m. to 2:30 a.m.***

### **COMMUNICATIONS BETWEEN HOME AND SCHOOL**

The Kirkwood School District strives to provide the best technology and communication paths between our students, teachers, families and the District. The following is a list of platforms we are using in the 2018-19 school year to improve communication and student learning.

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



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

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



### **Infinite Campus – Student Information System**

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



### **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](http://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**

PeachJar is an electronic tool for sending flyers regarding school-related programs to families. This e-flyer system reduces the amount of printed material sent home in student back packs. The district, schools, and parent organizations distribute useful information via PeachJar e-mail or the PeachJar App.



### **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.

For more information, please contact KSD Community Relations and Development at [news@kirkwoodschoools.org](mailto:news@kirkwoodschoools.org).

**\*Important: If you e-mail a VISTA staff member and do not get a response, please call the school's main office at 213.6142. District e-mail has a spam filter.**

## **COPYRIGHT**

### **What students need to know to protect themselves from copyright violations:**

1. Computer software violations are a felony.
2. "Bounty-hunters" are hired by some companies to identify and report violators of copyright law and guidelines.
3. A limit of one image per book or periodical issue may be used in a project or report.
4. Music from CD's may not be dubbed or copied to a cassette tape. Compiling video clips from several different videos is a violation of copyright guidelines.
5. Information found on the Internet is copyrighted unless accompanied by a message explicitly permitting duplication.
6. Technology allows easy duplication but does not necessarily make the duplication legal. In other words, just because you can does not mean you may.

### **Steps to Take to Copyright Compliance:**

1. Plan your project well in advance of the deadline allowing time to request permission from copyright holders.
2. Ask the classroom teacher or library media specialist for a sample letter requesting permission from the copyright holder.
3. Do not assume you may use any and all material without asking for permission.
4. There are guidelines for print, audiovisual, video, multimedia, music, and others. Students are permitted to use limited amounts of material without permission. Learn about these limitations by asking the classroom teacher or library media specialist for the specific guidelines for the type of material you want to use.

### **COUNSELING SERVICES - EDUCATIONAL SUPPORT COUNSELOR**

An Educational Support Counselor, through a partnership with BJC Behavioral Health, will provide support for all students, parents, and staff members at VISTA. BJC Behavioral Health coordinates an array of community-based services based on individual needs. The goal of offering this additional support is to facilitate an optimal education for everyone vested in the student's success. Services may include but are not limited to individual counseling and support, student groups, parent support and referrals, student problem solving, and crisis intervention.

Academic and career counseling will be done through the home school counselors. Individual appointments can be arranged through the home school counseling department.

### **CURRICULUM**

The curriculum of VISTA is the Kirkwood School District curriculum and has been designed by our staff and curriculum facilitators to meet the challenges and the requirements of the Kirkwood School District. It addresses essential grade-level and course-level expectations of the state of Missouri. The curriculum is presented through instructional techniques that use a variety of resources and strategies: computer-based academics, textbook-based academics, supplemental coursework and projects, contracted courses, and IEP-driven courses. Curriculum content that has been significantly modified to meet the needs of the student will be noted on the transcript.

## **SECTION D**

### **DISCIPLINE – PHILOSOPHY AND CONSEQUENCES**

It is the objective and policy of Kirkwood High School to recognize, preserve, and protect the individual rights of all students and yet encourage and enforce their rights within the necessary framework of an orderly, efficient, and productive school program. The quality of discipline in the school is a blend of values and attitudes contributed to by everyone concerned; this encompasses students, parents, teachers, school administrators, school board members, and community patrons.

Although positive reinforcement has been shown to improve student behaviors, there may be times when disciplinary action is needed. Student misconduct is separated into minor and major misconduct. The middle school and high school students enrolled at VISTA will be expected to abide by the discipline [guidelines published by the Kirkwood School District](#).

Because VISTA is a unique program, some disciplinary infractions involving VISTA are also uniquely viewed.

Technology infractions will likely result in serious consequences because the delivery of the instructional program for VISTA students is dependent on appropriate use of technology resources.

A student suspected of being under the influence of drugs will be required to take a medical assessment by a health professional. If the student or student's family disagrees with the assessment, an immediate laboratory test at a recommended facility will be required (there is a

cost to the family) in order to resolve the difference of opinion.

A student suspected of being under the influence of alcohol will be required to submit to a breathalyzer. If the student or student's family disagrees with the assessment, an immediate laboratory test at a recommended facility will be required (there is a cost to the family) in order to resolve the difference of opinion.

In the event a student commits a safe school violation ([as defined here by Missouri law](#)), continued enrollment at VISTA may not be possible.

Upon investigation and consideration of all relevant facts, the principal shall determine at which level the misconduct in question shall be classified. No code can be expected to list each and every behavior that may result in the need for disciplinary action. Any conduct not included herein, or any aggravated circumstance may result in disciplinary consequences that extend beyond this Code of Conduct as determined by the principal or superintendent. These guidelines shall not preclude students being afforded their due process rights as outlined under the Constitution, federal or state statutes.

Depending on the nature of the violation and the number of previous interventions, the administrator may increase the level of the discipline offense. A record of misbehavior and disciplinary action will be maintained by the staff member and will include a continuous view of infractions documented by the home school(s). In addition, individual students may receive an individual behavior contract that outlines different or more serious consequences resulting from continued, repeated infractions, due to demonstrated past difficulties.

### **DRESS STANDARDS – CLOTHING**

Students are expected to dress appropriately. The examples below will help students make good choices regarding dress:

1. Shorts and skirts should cover the upper thigh area
2. Clothing should cover shoulders, cleavage, stomach, and lower back
3. Print or advertisement on clothes should reflect health lifestyles
4. Pants should be pulled up and adjustments made if pants are falling below the waistline

Note: Students could be sent home for not complying with the district dress code.

Exceptions are made for religious purposes.

## **SECTION F**

### **FOOD SERVICE**

VISTA will offer students the opportunity to purchase a breakfast or lunch depending on their session assignment. Meals will be "sack lunch" in nature and will follow the district's nutritional guidelines. If a student has completed an application and qualifies for free or reduced lunch status through their home school district, that status will be given at VISTA.

## **SECTION G**

### **GRADUATION REQUIREMENTS:**

More complete specifics may be found in the student's home school course description book. Note the strong recommendation from colleges for a world language.

English:	4 credit units
Mathematics:	3 credit units
Science:	3 credit units

Social Studies:	3 credit units
Fine Arts:	1 credit unit
Practical Arts:	1 credit unit
Physical Education:	1 credit unit
Health:	½ credit unit
Personal Finance:	½ credit unit
Electives:	7 credit units
TOTAL:	24 CREDIT UNITS

## SECTION H

### HEALTH SERVICES

#### **Allergies:**

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

#### **Communicable Diseases:**

If your student 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 student contracts a communicable disease, such as chicken pox, measles, etc. (Your student's name will be kept confidential.)

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

#### **Health Conditions:**

If your student has health conditions that may need attention during the school day, such as asthma migraines, seizures, diabetes, food allergies, etc., an Individual Health Plan should be on file with the nurse at your home school. Contact principal Julie Redington at 213.6142 for the form. Both parents and physicians will need to fill this out.

#### **Medication:**

If medicine is to be taken at school (including over-the-counter drugs such as Tylenol or Aspirin), a note must accompany the medicine. Information should include the name of the medication; the reason it is being taken, the dosage, and times it is to be given. All medications are to be kept in the office. The only exception is inhalers and or Epi-Pens. Physician authorization is required for those.

**No medication may be given without a note from a parent or guardian. No medication, including over-the-counter drugs, is ever to be in the student's possession during school hours.**

When medicine is transported, it should be taken to the office before school starts in the morning and picked up after the last period of the day. The school only provides acetaminophen, ibuprofen and antacid tablets for occasional use.

#### **Missouri Department of Health Regulations:**

Students with the following symptoms will be excluded from school.

1. **Chicken Pox:** Seven to ten days after appearance of rash. All pox must be scabbed over.
2. **Scarlet Fever and Strep:** Twenty-four to forty-eight hours after antibiotic therapy was begun and until written permission to return to school is given by a physician. Strep is scarlet fever without a rash and peeling; it is also called Scarlatina.
3. **Conjunctivitis (pink eye):** Until inflammation has subsided or until written permission to return to school is given by a physician.

4. **Impetigo:** Until all sores are healed or with written permission to return to school given by a physician,
5. **Head Lice:** Student must be lice-free as checked by the nurse.

## 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 Affairs Office 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 have a "non-permission" photo-release form on file in the office.

## SECTION P

### PARENT OR GUARDIAN INVOLVEMENT AND CONFERENCES

An essential part of VISTA is the involvement of parents or guardians. We need and appreciate the support that families give to our students. One opportunity for involvement is bi-weekly conferences with our teachers to review the progress of the student and if necessary go over strategies for improvement. This is usually done through email or phone conversations. Face to face conferences are scheduled at the end of the first and third quarters during the year; however, parents are always welcome to visit the school or contact any of the staff members with questions or concerns.

## SECTION R

### RESIDENCY

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. Should you move out of the school's attendance area, your child may continue to attend school through a tuition-based program. **Please notify VISTA office at 213.6142 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 [Students' Services Office](#), at 213.6100 ext. 7814.

### 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. **Official school records are housed at the student's home school.**

## SECTION S

### SCHOOL CLOSINGS, DELAYED OPENINGS, EARLY DISMISSALS

VISTA will follow the Kirkwood School District calendar for the school year. On professional development days where students attend a half-day, only first session will meet during their regular scheduled time. Second session students are encouraged to work from home or at the library during their scheduled time. Should inclement weather occur, VISTA follows the Kirkwood School District snow schedule, which will be displayed on the Kirkwood web site and on local television stations.



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, KMOV Channel 4, KSDK Channel 5

You may also access school closing information via the [Kirkwood School District website](#) or by calling the KTRS-AM 550 Radio Automated Snow Closing Service (call 314.550.5877 or 314.453.5555, then listen for a voice prompt and enter I.D. number 1048).

**An automated phone blast will also go out to all families who have a current phone number on record with the district. Please make sure to alert the office if contact information changes.** If you do not receive a phone blast alert, please contact our office. If there are no announcements regarding the Kirkwood School District, school will operate using the regular schedule.

**SNOW DAY** announcements – all schools will be closed and buses will not run.

**SNOW SCHEDULE** announcements – all schools will open one hour later than the regular time. If we are using a snow schedule, buses run one hour later in the morning but follow the normal afternoon schedule.

## **SCHOOL SAFETY**

### **Emergency Contacts:**

If your child is ill or hurt during school hours and the nurse or principal thinks the student should go home, a family member or emergency contact person will be notified before the student is released.

**Please make sure the school has up-to-date contacts and emergency pickup information for your child or children at all times.** It is essential that you notify the school of any changes regarding phone numbers of parents or guardians and emergency contacts. Adults picking up children should bring a photo ID with them to the office.

### **Emergency Situations And Drills:**

Students will participate in regular fire, tornado, earthquake, and [ALICE](#) 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](http://www.kirkwoodschoools.org) for emergency information. If the situation allows, we will leave updated messages on our school voicemail that you can access at 213.6160. In addition, our School Messenger phone system will contact you. Important information to help you locate your child can be found below:

1. If we are forced to evacuate the building but can stay on campus, students will gather on one of the open outside areas. When public safety officials allow us to release students, they may be checked out from this site.
2. If we must temporarily lock down the building or activate a longer-term shelter-in-place, students will gather in their classrooms or the nearest safe area within the school. When public safety officials allow us to release students, they may be checked out from the office.
3. If we are instructed to evacuate our school building and leave campus, students will be taken to an undisclosed nearby refuge. When public safety officials allow us to release students, we will inform parents of the procedures.

### **Safe Learning Environment:**

Vista strives to ensure a safe learning environment for all students and staff. As part of this effort, the front door is locked at all times. VISTA staff, working in cooperation with local law enforcement and fire protection officials, has developed response procedures to address emergencies should they arise. Safety drills, including random use of canines to detect illegal substances, will be held on a regular basis and documentation of the drill will be sent to the appropriate agencies.

**PLEASE READ THE FOLLOWING FROM OUR COORDINATOR 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  
Coordinator of Safety & Security  
Kirkwood School District R-VII  
Office: 314.213.6100 ext. 1400  
[levaughn.smart@kirkwoodschoools.org](mailto:levaughn.smart@kirkwoodschoools.org)

**Searches By School Administrators:**

School officials have the authority to search students and student's property provided that the search is justified at its inception and reasonable under all the circumstances. School officials will exercise discretion to perform searches, as they deem necessary to maintain the safety and welfare of students, and staff, to prevent violations of discipline policies, or to prevent interference with the educational process.

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

### **Weapons in School:**

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

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

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

### **SOCIAL MEDIA AND CELL PHONES**

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

#### **Social Media:**

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

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

#### **Cell Phones:**

Example #3: A phone that rings in class (call or text) can be taken by staff because we have explicitly asked that cell phones not disrupt the learning environment. **(At VISTA all Student cell phones must be turned off and locked in student lockers during each session, 7:30 a.m. to 10:30 a.m. and 11:30 a.m. to 2:30 a.m.)** Phones that are taken by staff will be returned at the end of the day unless the phone is being held as evidence, or this is a repeated offense, which may require parent involvement.

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

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

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

### **SPECIAL SCHOOL DISTRICT**

Students who qualify for an Individual Education Plan (IEP), receive instruction from all teachers at VISTA. The special education teacher ensures that the goals, objectives, accommodations, and supports that are written in the IEP are being followed. Students with an IEP are served through a collaborative

teaching model. VISTA is considered a general education environment.

### **SURVEY GUIDELINES**

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

## **SECTION T**

### **TELEPHONE**

***Student cell phones should be turned off and locked in student lockers during each session, 7:30 a.m. to 10:30 a.m. and 11:30 a.m. to 2:30 a.m.*** Students may use the office or classroom phones with permission from a staff member.

### **TESTING**

Always check with your counselor if you have any questions about tests. They can advise you which ones you need to take and help you interpret the results. ACT and SAT test Prep Courses are provided for a fee. Dates and times will be announced.

#### **EOC (End of Course) Exams:**

The Missouri Department of Education requires EOC assessments in some subjects. The subjects may vary from year to year. If you are enrolled in a course that requires EOC testing, you will be taking an EOC in the spring; or fall if repeating a second semester class.

#### **ACT Test:**

All Juniors will take the ACT test during the school day on a date yet to be determined. There will be a makeup ACT test date determined later.

#### **AP Tests:**

If you are enrolled in an AP class, you are encouraged to take the AP test given in May. You can receive college credit so be sure to register when they make announcements.

#### **PSAT:**

This test is primarily for Juniors. Sophomores may choose to take it as a practice test. This is a shortened version of the SAT and is used to determine National Merit Scholars.

#### **SAT II:**

These are one-hour tests required by some colleges and universities. Check with your counselor to see if this is something you need to consider.

#### **ACT (American College Test) and SAT (Scholastic Assessment Test):**

These are college aptitude tests which are utilized to help determine a student's admissibility to college. Consult your counselor as to the fees and registration dates for the test.

ACT Test Date:	September 8, 2018	:Registration deadline:	August 12, 2018
ACT Test Date:	October 27, 2018	:Registration deadline:	September 28, 2018
ACT Test Date:	December 8, 2018	:Registration deadline:	November 2, 2018
ACT Test Date:	February 9, 2019	:Registration deadline:	January 11, 2019
ACT Test Date:	April 13, 2019	:Registration deadline:	March 8, 2019
ACT Test Date:	June 8, 2019	:Registration deadline:	May 3, 2019
ACT Test Date:	July 13, 2019	:Registration deadline:	June 14, 2019
SAT Test Date:	August 25, 2018	:Registration deadline:	July 27, 2018
SAT Test Date:	October 6, 2018	:Registration deadline:	September 7, 2018
SAT Test Date:	November 3, 2018	:Registration deadline:	October 5, 2018
SAT Test Date:	December 1, 2018	:Registration deadline:	November 2, 2018
SAT Test Date:	March 9, 2019	:Registration deadline:	February 8, 2019
SAT Test Date:	May 4, 2019	:Registration deadline:	April 5, 2019
SAT Test Date:	June 1, 2019	:Registration deadline:	May 3, 2019

**TRANSPORTATION**

Students who live in the city of St. Louis and participate in the student transfer program will receive transportation to and from school. Students living within their home school district are responsible for their own transportation to and from school; however, Kirkwood School District will run one bus route with minimal stops in Kirkwood and Webster Groves to assist students. Students attending from the Riverview Gardens or Normandy School Districts are responsible for their own transportation to and from school.