



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

# ***2024-25***

# ***Elementary School***

# ***Family Handbook***

## ***Our Mission***

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

## ***Our Vision***

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

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

# Kirkwood Elementary Schools

## **Keysor Elementary**

**725 N. Geyer Road**

**Kirkwood MO 63122**

Principal: Alyssa Taylor

[alyssa.taylor@kirkwoodschoools.org](mailto:alyssa.taylor@kirkwoodschoools.org)

Assistant Principal: Gretchen Morrison

[gretchen.morrison@kirkwoodschoools.org](mailto:gretchen.morrison@kirkwoodschoools.org)

Phone: 314-213-6120

Fax: 314-213-6172

Website: [Keysor Elementary](#)

## **North Glendale Elementary**

**765 N. Sappington Road**

**Kirkwood MO 63122**

Principal: Stefanie Limpert

[stefanie.limpert@kirkwoodschoools.org](mailto:stefanie.limpert@kirkwoodschoools.org)

Assistant Principal: Amber Spencer

[amber.spencer@kirkwoodschoools.org](mailto:amber.spencer@kirkwoodschoools.org)

Phone: 314-213-6130

Fax: 314-213-6173

Website: [North Glendale Elementary](#)

## **Robinson Elementary**

**803 Couch Avenue**

**Kirkwood MO 63122**

Principal: La’Kendra Garrett

[lakendra.garrett@kirkwoodschoools.org](mailto:lakendra.garrett@kirkwoodschoools.org)

Assistant Principal: Jennifer Bordenkircher

[jen.bordenkircher@kirkwoodschoools.org](mailto:jen.bordenkircher@kirkwoodschoools.org)

Phone: 314-213-6140

Fax: 314-213-6174

Website: [Robinson Elementary](#)

## **Tillman Elementary**

**230 Quan Avenue**

**Kirkwood MO 63122**

Principal: Bryan Painter

[bryan.painter@kirkwoodschoools.org](mailto:bryan.painter@kirkwoodschoools.org)

Assistant Principal: Max Hoover

[max.hoover@kirkwoodschoools.org](mailto:max.hoover@kirkwoodschoools.org)

Phone: 314-213-6150

FAX: 314-213-6175

Website: [Tillman Elementary](#)

## **Westchester Elementary**

**1416 Woodgate Ave.**

**Kirkwood MO 63122**

Principal: Julie Harris

[julie.harris@kirkwoodschoools.org](mailto:julie.harris@kirkwoodschoools.org)

Assistant Principal: Adrienne Fox-Ray

[adrienne.fox-ray@kirkwoodschoools.org](mailto:adrienne.fox-ray@kirkwoodschoools.org)

Phone: 314-213-6160

FAX: 314-213-6176

Website: [Westchester Elementary](#)

The City of Kirkwood is served by the Kirkwood School District. Chartered in 1865, we are the oldest school district in St. Louis County and one of the oldest west of the Mississippi River.

Kirkwood School District serves all or portions of eight suburban communities including Des Peres, Frontenac, Glendale, Huntleigh, Kirkwood, Oakland, Town & Country and Warson Woods.

Kirkwood School District Website:

[www.kirkwoodschoools.org/](http://www.kirkwoodschoools.org/)

Kirkwood School District Facebook page:

[www.facebook.com/kirkwoodschooldistrict](https://www.facebook.com/kirkwoodschooldistrict)

Kirkwood School District Twitter:

[twitter@kwoodschoools](https://twitter@kwoodschoools)

# Guide for Addressing Concerns

## Classroom Concern:

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

## School Concern:

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

## District Concern:

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

## School Board Concern:

- Contact a School Board Member.

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

## District Administrative Staff

Turner Administrative Service Center, 1099 Milwaukee Street

### **Superintendent:**

Dr. David Ulrich 314.213.6100 extension 7 8 0 1

### **Assistant Superintendent Student Services**

Dr. Matthew Bailey 314.213.6100 extension 7 8 1 9

### **Assistant Superintendent Curriculum & Instruction:**

Dr. Liz Grana 314.213.6100 extension 7 8 1 2

### **Assistant Superintendent Human Resources:**

Dr. Howard Fields 314.213.6100 extension 7 8 0 4

### **Chief Financial Officer:**

Mike Romay 314.213.6100 extension 7 8 2 5

### **Chief Communications Officer:**

Steph Deidrick 314.213.6100 extension 7 8 5 1

### **Executive Director Diversity, Equity, and Inclusion**

Dr. Jeremy Mapp 314.213.6100 extension 7 8 1 3

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

Elizabeth Lock 314.213.6100 extension 7 8 2 7

### **Director Special Education:**

Dr. Taneal Davis 314.213.6100 extension 7 8 1 5

### **Director Instruction & Professional Learning:**

Dr. Kelly Dickinson 314.213.6100 extension 7 8 2 3

# KIRKWOOD SCHOOL DISTRICT      2024-25 SCHOOL CALENDAR

August 5 - 9	New Teacher Orientation
August 12, 19	Teacher Work Days
August 13	District Workshop (Opening Day)
August 14 - 16	Staff Development Day - <b>No School for Students</b>
<b>August 20</b>	<b>First Day of School for K-12 Students</b>
September 2	Labor Day Holiday – <b>District Closed</b>
October 11	<b>No School for Students</b>
October 17	End of First Quarter
October 18	Teacher Work Day - <b>No School for Students</b>
October 21	Records Day – <b>No School for Students</b>
November 5	Staff Development/Election Day - <b>No School for Students</b>
November 27	<b>No School for Students</b>
November 28 - 29	Thanksgiving Recess – <b>District Closed</b>
December 20	End of First Semester
December 23 - January 1	Winter Recess – <b>District Closed</b>
January 2	Records Day – <b>No School for Students</b>
January 3	Staff Development Day – <b>No School for Students</b>
<b>January 6</b>	<b>School Resumes</b>
January 20	Martin Luther King Day – <b>District Closed</b>
February 14	Staff Development Day – <b>No School for Students</b>
February 17	Presidents Day – <b>District Closed</b>
March 7	End of Third Quarter
March 14	Staff Development Day - <b>No School for Students</b>
March 17 thru 21	Spring Recess – <b>District Closed</b>
March 24	<b>No School for Students</b>
March 25	School Resumes
April 8	Staff Development/Election Day - <b>No School for Students</b>
April 18	Teacher Work Day - <b>No School for Students</b>
May 22	Last Day of School for Students – <b>Early Release</b>
May 23	Teacher Work Day
May 26	Memorial Day – <b>District Closed</b>
June 19	Juneteenth – <b>District Closed</b>

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

# SECTION A

## **ACADEMIC INTEGRITY**

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

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

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

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

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

## **ADVENTURE CLUB – BEFORE- and AFTER-SCHOOL CHILDCARE**

Kirkwood School District is 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 5:30 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.

Full details on registration, hours, and rates are available at the [Kirkwood Early Childhood Center website](#).

## **ART**

The Art program strives to assist each child to reach his or her fullest creative potential by providing an environment for artistic expression through the study of the elements and principles of art using various media. Children are also exposed to various artists, periods, and styles of art as well as creative problem solving through the use of higher-level thinking skills.

The curriculum of the Art program relates to the development of the whole child: intellectually, aesthetically, socially, morally, physically, and emotionally. Children are encouraged to create at their own artistic speed and finished results are expected.

## **ATTENDANCE**

Your school office can provide you with details on absences, tardiness, afternoon dismissal, and individual early dismissal. Arrival and departure times will vary slightly from school to school based on bus schedules.

# SECTION B

## **BEHAVIORAL EXPECTATIONS AND VOICE LEVEL CHART**

We expect a great deal of Kirkwood students and they consistently meet our expectations. Kirkwood Pride expectations center around Respect, Responsibility, and Safety. They are taught and re-taught as necessary. Social skills and learning behaviors are developed around specific grade-level expectations. 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 our schools a better place for all to learn.

### **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 AND SKATEBOARDS**

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 **MUST** wear 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 and skateboards are not allowed on Kirkwood school property at any time.**

## **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. (See special note on item 6 below.)
2. Students who do not qualify for bus transportation are NOT permitted to ride the bus to a friend's house.
3. Any student who misses the bus should come to the office and a call will be made to the parent to arrange transportation home.
4. 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.
6. Bus passes may be available to families that are just short of the free transportation threshold. Families can contact the [Safety & Security Office](#) if they are interested.

Kirkwood schools support bus safety and wish to assist students as they make positive choices before and after school. 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**

### **CELL PHONES**

Although we are living in an increasingly digital environment, cell phones can prove to be a distraction at school. Students have access to all the technology they need during the school day via computers, iPads and laptops. Schools will not be responsible for the loss of personal electronic items. If your child must bring a cell phone, we will follow these procedures:

1. All cell phones must be muted or off when in the school building
2. Cell phones must be kept in backpacks or turned into the classroom teacher during the day
3. Cell phones out during the day will be confiscated and a parent will have to retrieve them.

If you must get a message to your child during the day, please follow our standard procedures for communication to teachers.

### **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 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)
4. **NO cookie cakes**

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 a gift with non-food treats like fun pencils, erasers, or similar items.

### **CLASS PLACEMENTS**

The class placement process is taken very seriously at all schools. 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**

#### **Email & Backpack Mail:**

The backpack serves as a valuable method of communication, coupled with electronic communication (Schoolology, 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 school "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 2024-25 school year to improve communication and student learning.

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



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

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



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

Our schools use Infinite Campus for online grade reports.



### **MySchoolBucks – Online Payment System**

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



### **First View – Bus Transportation Monitoring System**

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



### **KSD Mass Notification System**

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



### **KSD Website – School and District Information ([kirkwoodschoools.org](http://kirkwoodschoools.org))**

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



### **PeachJar – Flyer Distribution**

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

To ensure smooth delivery of this communication, add [school@peachjar.com](mailto: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, Facebook, Instagram and YouTube**

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

Follow us on Facebook @KirkwoodSchoolDistrict

Follow us on Twitter @Kwoodschoools

Follow us on Instagram @Kwoodschoools

Subscribe to our YouTube channel

## **COPYRIGHT**

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

### **Did you know?**

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

### **Steps to Take 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 your elementary school's main office.

### **Educational Support Counselor Services:**

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

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

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

3. The school counselor will initiate referral to the ESC.

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

### **School Social Workers:**

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

Specialized services provided by the school social workers include:

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

### **CURRICULUM**

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. District and building procedures are in place for selecting materials. For questions, please contact your building's principal as listed on page 4 of this handbook.

## **SECTION D**

### **DISCIPLINE**

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

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

### **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 school's main 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 non-curricular materials.

## **DRESS STANDARDS – CLOTHING**

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

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

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

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

Exceptions are made for religious purposes.

When a student's dress or appearance does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior.

(The reader is encouraged to review policies and or forms for related information in this administrative area.)

# **SECTION E**

## **ELECTRONIC DEVICES (cell phones, iPods, iPads, Air Pads, 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. Elementary schools 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. You may also refer to the “Volunteer” section in this handbook.

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.

## **FOOD SERVICES**

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

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

### **Fruits and Vegetables**

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

### **Grains and Proteins**

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

### **Lower Sodium**

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

### **Reduced Fats**

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

### **Menus by Age Groups and Nutritional Information**

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

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

### **Meal Prices 2024-25**

A la carte options will be offered at all schools. Snack items will cost .60 cents up to \$3 per item. If you do not want your child to purchase a second slice of pizza or other ala carte items, you can update your preference in MySchoolBucks. There is also an option to set a daily/weekly spending limit. You may also



email [rachel.scheffing@kirkwoodschools.org](mailto:rachel.scheffing@kirkwoodschools.org) if you need assistance or would like a specific note added to the account.

\$2.60 Elementary Breakfast	\$2.60 Secondary Breakfast	\$3.30 Adult Breakfast
\$3.45 Elementary Lunch	\$3.60 Secondary Lunch	\$4.40 Adult Lunch
	\$4.10 Secondary Tier 1 Lunch	\$4.90 Adult Tier 1
	\$4.60 Secondary Tier 2 Lunch	\$5.40 Adult Tier 2

### Meal Payment Process

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

- All lines are cashless. Prepayments are to be placed in the School Office or Café lock box by 9:00 a.m. Payments received after 9:00 a.m. will be processed on the next day's business and funds will not be available until the next day.
- Checks should be made payable to: KIRKWOOD SCHOOL DISTRICT with the school name, student's name & account number and amount enclosed in a prepayment envelope.
- Cash should be placed in a prepayment envelope with the student's name, ID number & amount.
- Prepayments can be made online using a credit or debit card: [www.myschoolbucks.com](http://www.myschoolbucks.com), the site may be accessed through the Kirkwood School District website, <http://kirkwoodschools.org>. Parents/guardians/employees can add money to student meal accounts online (electronically), through the MySchoolBucks system for a fee of \$3.25.
- We have contracted with Pulaski Bank to handle the electronic transactions.
- Prepayment deposits are recommended weekly or monthly, to avoid negative account balances.
- Student negative account balance emails will be sent weekly to elementary and middle school students. District policy allows no more than 5 meal charges of \$17.25 (elementary), and \$18.00 (middle). High school student's food service accounts are not allowed to be charged, therefore cannot go into the negative. High school students have the option to pay in cash during meal services. If a student has a negative balance, they will be able to take a complete meal, but will not be allowed to purchase a la carte items.
- To prevent fraudulent use of student accounts, a picture of each student will be displayed when their PIN number is entered.
- At the end of the school year, you may request a refund, donate the funds, or transfer them to a sibling in the district. Remaining balances left in meal accounts at the end of the school year will rollover to the following school year.
- You may request a refund at any time by emailing the food service director. Please provide the name of the student, the school they attend, who to make the check out to, the address that you would like the check mailed to, and a phone number in case we need to contact you. Refund checks typically take 4 weeks to arrive.

### Create A Meal

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



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

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

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

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

Milk is not required to create a meal.

Both Chartwells and Kirkwood School District are dedicated to providing quality nutritious meals that students will enjoy and choose to eat. We hope you will encourage your students to try new fruits and vegetables and you will join us for a meal at school. If you have questions or concerns, please feel free to contact us at 314-213-6100 extension 1 3 5 0 or via email at [rachel.scheffing@kirkwoodschoools.org](mailto:rachel.scheffing@kirkwoodschoools.org)

### **Free and Reduced Lunch**

Students approved last school year for the free and reduced meal program last school year will remain approved through **Monday, September 30, 2024**. The parent or guardian of students eligible for free meals through Direct Certification must complete a [new application](#) if a letter dated July 1, 2024 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**

Each elementary school has a health clinic. The school nurse is responsible for the following:

1. Verifying that students are properly immunized
2. Providing emergency care in cases of accidents or illness
3. Promoting a healthy physical and emotional environment for educational growth
4. Conducting regular hearing, vision, and height screenings for all students, making referrals for follow-up care when necessary
5. Acting as a resource for the classroom, for staff, for the MTTTS Team, and for parents and students with particular health needs
6. Supervising the administration of medication and or medical treatments
7. Monitoring attendance and clinic visits daily in order to assure the safety of students and to be aware of 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 100.4 degrees or more, vomiting, *OR* seem too sick to benefit from school programs
2. Sharing medical information that might affect your child's performance at school in any way

3. Notifying nurse of immunization boosters and the results of physical and dental exams
4. Notifying grade level secretary of any changes in the information on the student's emergency contact list
5. Completing the online annual update of student medical information

**Allergies:**

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

**Communicable Diseases:**

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

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

**Hearing Screening:**

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

**Vision Screening:**

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

**Immunizations:**

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

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

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

**Religious Immunization Exemption** - An exemption for religious reasons requires written certification that immunization of the student violates his or her religious beliefs. Religious exemption cards must be obtained from the MO Department of Health and Senior Services. The original Form 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. 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 the 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 a rash appears, it is no longer contagious.
5. Hand, Foot, and Mouth Disease: Until fever is gone and the 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 nurses will assess students 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. Students 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 of prescribed antibiotic treatment begins and the student is fever free.
12. Vomiting: Vomiting two or more times in the previous 24 hours, unless determined to be caused by a non-communicable condition and the child is not in danger of dehydration.

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

### **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 your school's guidance counselor or the office of Student Services at extension 7 8 1 9.

### **HOMEWORK**

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, teachers believe that time after school and on weekends would best be spent with family activities or simply reading. For this reason, most 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. Transportation will be available to those students living one mile or more from the school where the program is being offered. For students who attend Keysor, Westchester and Tillman\*\*, that will be North Kirkwood Middle School. For those who attend North Glendale and Robinson, that will be Nipher Middle School. Doors at middle schools will open at 7:10 a.m., with Elementary Instrumental Music classes beginning at 7:25 a.m. Classes will end at 8:15 a.m., with students loading buses and departing for home elementary schools by 8:25 a.m. Bus transportation is provided back to the child's home school 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 elementary 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 elementary 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](http://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](http://www.myschoolbucks.com), or create a free account.
2. Click School Store at the top of the page and select Browse All Items
3. Choose the Store item and add it to your cart.
4. Check out!

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

## **SECTION L**

### **LIBRARY SERVICES**

Students will use their school's 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. Check with your school's library for their protocol for overdue or damaged books,

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

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

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

### **LOST AND FOUND**

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

## ***SECTION M***

### **MEDIA COVERAGE**

**The Kirkwood School District welcomes members of the media into our schools and strives to provide the most accurate and timely information available. News media will not be allowed on any district property without prior consent. In addition, the district's Community Relations and Development Office produces several publications featuring photographs and interviews with students and staff. Interviewing and photographing students must be in compliance with the Family Educational Rights and Privacy Act (FERPA). This law allows students and parents to opt out of the release of certain information about students, including photographs. Each school is responsible for maintaining a database to determine who cannot be photographed and interviewed according to FERPA guidelines via the district's Student Media Consent form. If you would like to update your preferences related to media, contact the school office.**

### **MUSIC**

General music at Kirkwood elementary schools is designed for all children. There is a place for every child, each contributing according to his or her ability in a non-competitive atmosphere where one of the many rewards is the pleasure of making good music with others.

Children learn music through speech, singing, playing instruments, and movement. The approach is to first learn by hearing, experiencing, and making music. Later, students learn to read and write music in the same fashion that we have all learned our language. Process is our priority rather than the final product. Students will spend any amount of time on one piece of music, exploring and learning about many different facets of the elements of music. Students share responsibility for learning and performing, and final performances are always student directed.

Through the use of poems, rhymes, games, songs, movement and instruments, children become sensitive listeners and considerate participants in the music experience.

## ***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 INVOLVEMENT**

Helpful hints for parents:

1. Knowing what is happening at my child's school by:
  - a. Visiting and or volunteering in my child's classroom
  - b. Checking my child's backpack (especially on Wednesday)
  - c. Becoming familiar with the parent-student handbook
2. Helping my child with homework by:
  - a. Talking about materials my child brings home
  - b. Making, reviewing, and studying a regular family routine
  - c. Practicing math facts, spelling words, etc.
  - d. Asking questions about what was learned each day
  - e. Checking homework for neatness, accuracy, and completion
3. Reading to my child by:
  - a. Taking turns reading (parent reads a page, then child reads a page)
  - b. Listening to my child
4. Showing them how much I care about them by:
  - a. Hugging my child
  - b. Saying, "I love you"
  - c. Telling my child how proud I am of his or her efforts
  - d. Being consistent

### **PARENT-TEACHER CONFERENCES**

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

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

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

### **PARENT TEACHER ORGANIZATION (PTO)**

All parents or guardians are invited to attend and are encouraged to participate in our active Parent-Teacher Organization. During the school year, PTO meetings will be held on school premises each month unless otherwise noted. Your school's main office can provide you with dates and the names of parents serving on PTO.

### **PETS**

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

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

### **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 conflicts 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, 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 [Assistant Superintendent of Student Services](#).

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

State law requires that a student live in the district attendance area where he or she attends school. The students must live with a parent or legal guardian. Proof of residency may be asked for at the time of



enrollment and throughout the school year. **Please notify your school's main office if you move or are planning to move outside the district.**

### **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 @kwoodschools.

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

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

**AM Radio:** KMOX 1120

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

No announcement means schools operate on regular schedules.

### **PLAN 1 - SNOW DAY: Schools are closed all day**

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

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

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

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

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

- |                                 |            |
|---------------------------------|------------|
| 1. Kirkwood High School         | 9:45 a.m.  |
| 2. North Kirkwood Middle School | 10:00 a.m. |
| 3. Nipher Middle School         | 10:00 a.m. |
| 4. Keysor Elementary            | 10:40 a.m. |
| 5. North Glendale Elementary    | 10:40 a.m. |

- |                                      |            |
|--------------------------------------|------------|
| 6. Robinson Elementary               | 10:40 a.m. |
| 7. Tillman Elementary                | 10:40 a.m. |
| 8. Westchester                       | 10:40 a.m. |
| 9. Kirkwood Early Childhood Center   | 10:00 a.m. |
| 10. Half-day preschool will begin at | 10:00 a.m. |

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

## **SCHOOL SAFETY**

### **Building Security:**

All Kirkwood school buildings are locked the majority of the day. To access a district 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. **All visitors must adhere to our visitor management system and produce required identification.**

### **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 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 school's 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](http://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 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.

### **Fire Lanes:**

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

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

*Dear Parents of KSD and Families,*

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

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

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

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

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

- 1. Courage 2 report 1-866-748-7047 tip line*
- 2. Local Law Enforcement 911*
- 3. Report to school resource officer*

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

*Sincerely,  
Martise Scott  
Director of Safety and Security  
Kirkwood School District R-VII  
Office 314.213.6100 extension 1 4 0 0  
[martise.scott@kirkwoodschoools.org](mailto:martise.scott@kirkwoodschoools.org)*

**Handicap Parking:**

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

**Parking:**

Parents and visitors can check with their elementary school for specific information regarding parking around their school. We ask that you please be mindful and respectful of our school neighbors by not blocking driveways.

**Safety Improvements, Secure Playgrounds, Visitor Management:**

The safety of our schools is always top of mind. We have a district team dedicated to safety and security in our schools, and they work to ensure the measures in place are current and effective.

That means continually updating our facilities, processes and protocols. Some recent and ongoing include:

1. Safety improvements: Prop R funding will support installation of new security cameras and updates to current cameras. Work on this effort will begin this fall. Work is also underway to update and improve exterior lighting at all campuses.
2. Secure playgrounds: Incidents can affect our campuses, even after the school day is concluded. Our top priority must be keeping students in our care safe and secure. All KSD playgrounds will be closed to the public until after school programming has concluded (6 p.m.) on days when school is in session.
3. Visitor management: Each of our schools now has a secure entrance with visitor management systems in place. Additionally, construction will soon begin at Kirkwood High School to relocate and better secure the main office and enclose connection corridors.

**Traffic Pattern:**

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

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

All Kirkwood 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. Kirkwood School District adheres to the guidelines established by The Academy of Science St. Louis Science Fair.

**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, they 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. Comprehensive instruction in art, music, physical education, and health are critical to your child's development. We expect full engagement from children. For more information on each school's rotating master schedule, check their website or contact the school's main office.

### **SPECIAL SCHOOL DISTRICT**

Students who have been identified as having disabilities that impact 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 the school 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)**

Kirkwood 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 English language arts and mathematics, with grade 5 students also tested in science. Grade K to 5 students participate in local assessments throughout the year. Information on Kirkwood's MAP testing window is available from your school's main office.

### **STAYING AFTER SCHOOL**

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

### **STUDENT SUPPORT**

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

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

When the identified concerns are significant or the response to general intervention is inadequate, the building-level MTSS team will convene. The building-level MTSS team is facilitated by a building

administrator, school counselor, and school psychologist. It is comprised of classroom and instructional support specialists that may include:

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

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

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

School-based specialists may include:

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

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

**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 your school's main office 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 students use technology (laptops, iPads, Activboards, etc.) on a regular basis. To ensure academic success in the electronic age, students are provided with the most modern technological equipment available (Macbooks, iPads, Activboards, Activotes, etc.) in their classrooms. Technology is used as a tool for inquiry, research, development, and publication. Students in grades 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 your school'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 DISTRICT BUILDINGS**

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

Upon entering a district building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered

sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his or her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick-up paperwork.

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

### **VOLUNTEERS AND CHAPERONES**

Kirkwood School District requires volunteers who may work with children without a KSD staff member present to participate in a registration process that includes a volunteer application with background check. [Visit our district website for complete details and forms.](#)

All Kirkwood schools welcome family involvement and we hope 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 your school's main office.