



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

# 2024-25 High 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 -- engage, 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.*

<b>Principal:</b> Seth Harrell <a href="mailto:seth.harrell@kirkwoodschoools.org">seth.harrell@kirkwoodschoools.org</a>	314.213.6111 (or, 213.6100, extension 1301)
<b>Executive Secretary:</b> Lisa Young <a href="mailto:lisa.young@kirkwoodschoools.org">lisa.young@kirkwoodschoools.org</a>	314.213.6111 (or, 213.6100, extension 1301)
<b>Pioneer Pathways Principal:</b> Shiree Yeggins <a href="mailto:shiree.yeggins@kirkwoodschoools.org">shiree.yeggins@kirkwoodschoools.org</a>	314.213.6114 (or, 213.6100, extension 1307)
<b>Pioneer Pathways Secretary:</b> Paula Martin <a href="mailto:paula.martin@kirkwoodschoools.org">paula.martin@kirkwoodschoools.org</a>	314.213.6114 (or, 213.6100, extension 1307)
<b>Grade 12 Principal:</b> Stephanie Owens <a href="mailto:stephanie.owens@kirkwoodschoools.org">stephanie.owens@kirkwoodschoools.org</a>	314.213.6115 (or, 213.6100, extension 1309)
<b>Grade 12 Secretary:</b> Laura McAvoy <a href="mailto:laura.mcavoy@kirkwoodschoools.org">laura.mcavoy@kirkwoodschoools.org</a>	314.213.6115 (or, 213.6100, extension 1309)
<b>Grade 11 Principal:</b> Courtney Ford <a href="mailto:courtney.ford@kirkwoodschoools.org">courtney.ford@kirkwoodschoools.org</a>	314.213.6112 (or, 213.6100, extension 1303)
<b>Grade 11 Secretary:</b> Jackie Delling <a href="mailto:jackie.delling@kirkwoodschoools.org">jackie.delling@kirkwoodschoools.org</a>	314.213.6112 (or, 213.6100, extension 1303)
<b>Grade 10 Principal:</b> Mike Gavin <a href="mailto:michael.gavin@kirkwoodschoools.org">michael.gavin@kirkwoodschoools.org</a>	314.213.6117 (or, 213.6100, extension 1313)
<b>Grade 10 Secretary:</b> Stacy Denton <a href="mailto:stacy.denton@kirkwoodschoools.org">stacy.denton@kirkwoodschoools.org</a>	314.213.6117 (or, 213.6100, extension 1313)
<b>Grade 9 Principal:</b> Alex Clark <a href="mailto:alex.clark@kirkwoodschoools.org">alex.clark@kirkwoodschoools.org</a>	314.213.6113 (or, 213.6100, extension 1305)
<b>Grade 9 Secretary:</b> Sarah Piotraschke <a href="mailto:sarah.piotraschke@kirkwoodschoools.org">sarah.piotraschke@kirkwoodschoools.org</a>	314.213.6113 (or, 213.6100, extension 1305)
<b>Main Office School Secretary I:</b> Jordan Wienke <a href="mailto:jordan.wienke@kirkwoodschoools.org">jordan.wienke@kirkwoodschoools.org</a>	314.213.6100 extension 1005
<b>Main Office School Secretary I:</b> Ellen Kraichely <a href="mailto:ellen.kraichely@kirkwoodschoools.org">ellen.kraichely@kirkwoodschoools.org</a>	314.213.6100 extension 1004
<b>Main Office</b>	314.213.6110

# 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

Administrative Service Center, 1099 Milwaukee Street

### **Superintendent:**

Dr. David Ulrich 314.213.6100 extension 7801

### **Assistant Superintendent Student Services**

Dr. Matthew Bailey 314.213.6100 extension 7819

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

Dr. Liz Grana 314.213.6100 extension 7812

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

Dr. Howard Fields 314.213.6100 extension 7804

### **Chief Financial Officer:**

Mike Romay 314.213.6100 extension 7825

### **Chief Communications Officer:**

Stephanie Deidrick 314.213.6100 extension 7851

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

Dr. Jeremy Mapp 314.213.6100 extension 7813

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

Elizabeth Lock 314.213.6100 extension 7827

### **Director Special Education:**

Dr. Taneal Davis 314.213.6100 extension 7815

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

Dr. Kelly Dickinson 314.213.6100 extension 7810

# KIRKWOOD SCHOOL DISTRICT 2024-2025 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 – NO SCHOOL FOR STUDENTS
<b>August 20</b>	<b>FIRST DAY OF SCHOOL FOR K THRU 12 STUDENTS</b>
September 2	Labor Day Holiday – DISTRICT CLOSED
October 11	NO SCHOOL FOR STUDENTS
October 17	End of First Quarter
October 18	Teacher Work Day – NO SCHOOL FOR STUDENTS
October 21	Records Day – NO SCHOOL FOR STUDENTS
November 5	Staff Development/Election Day – NO SCHOOL FOR STUDENTS
November 27	NO SCHOOL FOR STUDENTS
November 28 - 29	Thanksgiving Recess – DISTRICT CLOSED
December 20	End of First Semester
December 23 - January 1	Winter Recess – DISTRICT CLOSED
January 2	Records Day – NO SCHOOL FOR STUDENTS
January 3	Staff Development Day – NO SCHOOL FOR STUDENTS
January 6	School Resumes
January 20	Martin Luther King Day – DISTRICT CLOSED
February 14	Staff Development Day – NO SCHOOL FOR STUDENTS
February 17	Presidents Day – DISTRICT CLOSED
March 7	End of Third Quarter
March 14	Staff Development Day – NO SCHOOL FOR STUDENTS
March 17 - 21	Spring Recess – DISTRICT CLOSED
March 24	NO SCHOOL FOR STUDENTS
March 25	School Resumes
April 8	Staff Development Day / Election Day – NO SCHOOL FOR STUDENTS
April 18	Teacher Work Day – NO SCHOOL FOR STUDENTS
<b>May 22</b>	<b>LAST DAY OF SCHOOL FOR STUDENTS-Early Release</b>
May 23	Teacher Work Day
May 26	Memorial Day – DISTRICT CLOSED
June 19	Juneteenth – DISTRICT CLOSED

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

# SECTION A

## ACADEMIC HONESTY

Academic honesty and personal integrity are fundamental components of a student's education and character development. Kirkwood High School 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 as 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 prepare 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.
8. Utilizing an Artificial Intelligence (AI) tool to generate a response to an assignment and claim it as their own is considered cheating.

\*\* School staff may use AI recognition software to determine if student work is authentic.

#### **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.
4. Utilizing an Artificial Intelligence (AI) tool to generate a response to an assignment and claim it as their own is considered plagiarizing.

\*\* School staff may use AI recognition software to determine if student work is authentic.

#### **Consequences for Academic Dishonesty:**

Please refer to "Standard 2: Academic Dishonesty" in Section D of this handbook (page) for consequences.



# 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. In the case of students seventeen or above, consideration will be given to their request to be excused part of the day provided they submit a written request from the parent or guardian. Changes in the workload which involve the shifting of the student's class schedule will normally be made only at the beginning of the semester.

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.

## **Parent Responsibility:**

High School attendance shall be checked and recorded daily during each class period.

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.

## **Excusable Absences:**

The following absences will be excused:

1. Death in the student's immediate family.
2. Illness of the student.
3. Doctor and dental appointments.
4. Religious observances.
5. Court appearance.
6. When a family is leaving town and desires to take the student with them, they may be excused if the family and student follow these guidelines:
  - a. The school is notified at least 48 hours in advance of the absence.
  - b. The student procures assignments or establishes a written plan for make-up work with the teacher or teachers in advance of the absence; at least a 48-hour notice is required.

- c. All assigned work is turned in upon returning to school. The number of days allotted for turning in missing work is equivalent to the number of days missed.
- d. All tests, assignments, etc., are made up at the direction of the individual teacher.

### **Other Attendance Considerations:**

1. Absences for other reasons that are inexcusable shall be treated as truancy.
2. Suspensions imposed by the school administration shall not count as an excused or unexcused absence. Suspensions will not be calculated when determining loss of credit.
3. When parents/guardians request that students leave the campus during the school day, a note or phone call from home will be required, and a pass to leave must be secured in the grade level office. During the school day, students must secure permission from the office before missing a class or leaving the campus. Failure to comply will result in disciplinary action.
4. Students who have been absent because of injuries or communicable diseases must receive clearance from the school nurse before returning to classes.
5. Students shall not be dismissed from school while final exams are being given.
6. Students participating in school-sponsored activities are not considered absent.

### **Make-up Work After Excused Absences:**

1. Students who have an excused absence shall have the opportunity to make up work.
2. It shall be the responsibility of the student, on his or her own initiative, to contact the teacher or teachers involved to determine make-up assignments and establish mutually agreeable times for daily and test make-up.
3. Students will be granted the amount of time they were absent in which to make up work.
4. Students who have justifiable reasons for absence such as illness or accident and whose probable absence will extend beyond two weeks shall be referred for consideration for homebound instruction.
5. Students who have an unexcused absence will **not be allowed to receive credit for work missed.**
6. The building administrator and staff have the authority to establish specific procedures for administering the Make-Up Policy.

## **ATTENDANCE - PROCEDURES AND ACTIONS**

### **Unexcused Absences**

No credit for the semester will be given to students whose unexcused absences exceed five (5) periods per class per semester without administrative approval.

### **Total Absences (Including Excused and Unexcused Absences)**

No credit for the semester will be given to students whose total absences exceed ten (10) periods per class per semester without administrative approval.

On the eighth (8<sup>th</sup>) total absence from the same class, the parents or guardians will be notified by phone or email by the grade level office that **the student is being placed on credit probation.**

On the tenth (10<sup>th</sup>) total absence from the same class, parents or guardians will be notified by a letter explaining that future absences must be accompanied by written documentation (i.e. doctor's note, court documents, etc.) defining the nature of the absence or a **loss of credit will result.**

On the first absence in excess of ten from the same class in one semester, parents/guardians will be notified by certified mail of student's loss of credit. Parents will be notified of subsequent absences.

## **KHS Attendance Communication Protocol**

Communication of a student's absences will consist of, but not be limited to one or more the following prior to administrative review or loss of credit:

1. Automated phone calls or emails home for each absence (unexcused)
2. Email correspondence to parent/guardian with attendance concerns
3. Administrative contact after 3<sup>rd</sup> and 5<sup>th</sup> unexcused absence
4. Administrative contact after 8<sup>th</sup> and 10<sup>th</sup> total absence
5. If parent or guardian is not reachable via email or phone, a certified letter will be sent with information regarding attendance concerns.

## **Administrative Review**

In the event of a student losing credit due to excessive absences, parents or guardians will be notified and a conference will be required with the administration prior to the student's return to school. If a student has been notified of loss of credit because of excessive absences, the parents/guardians or student are required to have a conference at school with the administration to discuss possible alternative learning experiences to regain lost credit.

## **ATTENDANCE - TARDIES: (Reviewing protocol-procedures)**

Being tardy to class is detrimental to student learning, disrespectful to the teacher, and disruptive to the learning of fellow students. KHS students are expected to be in class, ready to work when the bell rings to start each period. All late arrivals of less than 10 minutes will be counted as tardies. Late arrivals of more than 10 minutes will be counted as absences (with the exception of the first class of the day if the parent or guardian has contacted the grade level office stating an excused reason for the late arrival). Tardies throughout the day, may not be excused by a parent or guardian, only by a KHS staff member. Tardy students will not be given additional class time or make-up opportunities for what is missed due to their late arrival.

Any student who is not in class when the bell rings and does not have a pass, is considered tardy.

1. Tardiness due to oversleeping or car problems will not be excused.
2. Tardies are considered on a semester basis; that is, your number of tardies in the first semester does not carry over to the second semester.

For the first period only, tardy students will be admitted to class without first obtaining a pass from the KHS office before 7:55 a.m. Arriving after 7:55 a.m. students must obtain a pass.

Tardies will be documented and counted cumulatively (i.e., for all periods together), per semester, and assigned interventions and consequences as follows:

- |                      |  |
|----------------------|--|
| 1. Tardies 1 thru 9: | Warnings by Administration and parent contact  |
| 2. Tardy #10:        | 1-hour detention and parent contact  |
| 3. Tardy #20:        | 1-day Restorative Center and parent contact  |
| 4. 30-Plus Tardies:  | Administrative-Parent meeting with possible consequences of additional time in Restorative Center, LOP(loss of privileges) can include, but not limited to: parking, no open lunch, athletic-activity restriction, restrictions on attending sporting or school events, dances, etc. or restorative practices. |

## **AWARDS**

**The Attendance Award** is presented at graduation to any senior who has missed less than one day (no more than six single periods) during their four years at Kirkwood High School.

**The Donald Duchek Award** is presented annually to the graduating senior or seniors demonstrating the most outstanding overall qualities in areas such as scholarship, leadership, athletics, music and

extra-curricular activities so as to set a standard to be followed by other students. The recipient of this award is chosen by the senior class, faculty, and the administration.

**Efficacy Award** is presented annually to the senior or seniors who have overcome personal and academic obstacles during his or her high school career. In doing so this person has achieved significant academic success and has become a role model for others.

**The Ernest Jones Humanitarian Award** is presented annually to those students who continually endeavor to foster inclusive relationships among all students at Kirkwood High School.

**The Franklin McCallie Award** is presented annually to the senior or seniors who model a high standard of character, integrity, and ethics evidenced by leadership, extra-curricular involvements, and service to Kirkwood High School.

**Gold “K” Scholastic Award** is awarded to Kirkwood High School seniors who have a 3.500 or better accumulative GPA after the first semester of their senior year with a minimum of 3 completed semesters at KHS.

**Honor Roll** is posted each semester. Honor roll is based on the current semester GPA. A GPA of 3.000 to 3.499 merits an Honor Roll standing. A GPA of 3.500 and above merits a High Honor Roll standing.

**The John Johnson Quiet Leadership Award** is presented annually to the senior or seniors who do good things for KHS – always with a good spirit. Many of their actions are never known in terms of their positive influence on our school. These students are chosen by the KHS administrative team with suggestions from the faculty and senior class.

## **A+ PROGRAM**

Students who graduate from a designated A+ high school may qualify for state-paid financial incentive to attend any public community college or career/technical school in Missouri. KHS students must sign up for the A+ program through Dr. Shiree Yeggins’ office. If you have questions about the necessary forms or tutoring opportunities, feel free to contact Dr. Shiree Yeggins at 314-213-6100, ext. 1307.

### **BENEFITS OF AN A+ SCHOOL FOR STUDENTS**

Qualifying graduating students will be eligible for the following:

- Tuition assistance to attend any Missouri public community college or public vocational or technical school.
- Tuition incentives will be made available after the student has made a good faith effort to first secure all available federal post-secondary student financial assistance funds that do not require repayment.

A student must be considered a FULL-TIME student by the post-secondary institution maintaining a grade point average of 2.5 or higher on a 4.0 scale. Students must complete SIX semesters of FULL-TIME enrollment at the institution within FOUR years after graduation from Kirkwood High School. **Tuition reimbursement is contingent upon availability of state funds.**

### **STUDENT ELIGIBILITY**

To be eligible for the financial incentives of the A+ Schools Program, Kirkwood High School must certify a student as having met all A+ requirements. As the official representative of the Department of Education of the State of Missouri, the A+ Schools Coordinator has the responsibility to certify that a graduate of Kirkwood High School has met the following criteria:

- Sign an A+ Student contract.
- Attend an A+ High School for two consecutive years immediately prior to graduation.
- Graduate from Kirkwood High School with a cumulative grade point average of 2.5 or above on a 4.0 scale unweighted.
- Graduate from Kirkwood High School with a cumulative attendance record of 95% or higher.
- Perform a total of 50 hours of unpaid academic tutoring or mentoring of other students under the supervision of a certified Kirkwood School District employee within the four years of high school. Up to 25% of these hours can be obtained by job-shadowing. **ALL TUTORING MUST BE APPROVED BY THE A+ COORDINATOR.**
- Must have achieved a score of proficient or advanced on the Algebra I end-of-course exam or higher level DESE approved exam in the field of mathematics. If you meet all the eligibility requirements except the end of the course exam requirement, you may establish eligibility by achieving a combined ACT math subscore and high school GPA in accordance with the scale provided by DESE.
- Be a U.S. Citizen or permanent resident.
- Maintain a record of good citizenship and avoidance of unlawful use of alcohol and drugs. Any Alcohol and or Drug offenses will result in loss of A+ eligibility, as will significant or repeated assignments of in-school or out-of- school suspension.
- Make a good faith effort to secure all available federal post-secondary student financial assistance funds that do not require payment.

#### **A+ Forms**

- [2024-2025 A+ Agreement Form](#)
- [2024-2025 A+ Tutoring Log Sheet](#)
- [Learn More about the A+ Program](#)

## **SECTION B**

### **BEHAVIORAL EXPECTATIONS – CODE OF CONDUCT**

Listed below are behavior rule definitions and expectations that apply to all Kirkwood High School students in attendance at instructional and support programs as well as school-sponsored activities and events either on or off campus. Our behavior guidelines are categorized in regard to respect. To have a great school, all students must recognize the role they play in creating an academic atmosphere as well as a safe and satisfying culture throughout Kirkwood High School. Understanding and meeting these expectations is one giant step to creating this culture of excellence.

## **RESPECT FOR LEARNING**

Students are expected to:

1. Comply with all school and classroom rules and conduct themselves in an orderly manner. These rules apply in school buildings, on school grounds, and at recognized functions. Disciplinary guidelines may be applied to difficulties off school grounds which are prejudicial to the good order and discipline of the school or tend to impair the morale or good conduct of the students.
2. Be punctual and attend class every day.
3. Complete class work and homework assignments. Kirkwood High School's major purpose is to offer a sound and exciting academic experience for students to become involved learners. Class work and homework are a vital part of this learning process.
4. Silence personal electronic devices when you enter an academic setting such as; a classroom, library, lab setting, Restorative Center, locker room, gym, etc.
5. Bring items that are appropriate for educational purposes. Items which may interfere with the educational process or may endanger the safety of another person are not to be used during the school day. However, students are permitted to use approved and appropriate electronic devices between classes, during lunch, IP or in class with teacher approval provided they do not cause a disruption. Inappropriate items may be confiscated and held in the grade-level office for the remainder of the school day. NOTE: Kirkwood High School is not liable for any lost or stolen items.
6. Give all authorized medications to the school nurse with instructions for use.
7. Refrain from leaving campus at any time during the school day unless authorized. You may not leave campus during the day without prior parental and administrative permission. After appropriate permission is obtained, you must sign out at your grade-level office. Students are not permitted to be on the parking lot during school hours without administrative approval. Juniors and Seniors at KHS are the only students who have the privilege of leaving campus during their lunch period. If a walking counselor or administrator near the parking lot is unsure if you are a Junior or Senior, you may be asked to show your school ID in order to have permission to leave campus. (During inclement weather, the KHS administration may cancel that privilege without notice).
8. Be honest. Honesty and integrity are of the utmost importance in our school community.

You are expected to deal honestly with all staff in your relationships and in your work. (See Academic Honesty Policy)

## **RESPECT FOR STAFF**

Students are expected to:

1. Display ID Badges and Hall Passes.

ID Badges: Students will be given one ID badge to start the school year and it is to be carried by the student at all times during the school day. Students are expected to produce their ID badge when asked by any KHS staff member. ID badges may not be damaged, marked on, or changed in any manner, on either side of the ID. Only the current year ID should be carried. Any student who refuses to comply will be sent to the appropriate grade-level office.

Hall Passes: Students are expected to use the E-Hallpass system whenever they leave a class. Please ask your teacher, counselor, administrator, or grade-level secretary to make you an E-Hallpass. Office

assistants, students who are on IP, cadet teachers, and tech students must have the appropriate badge on their person to be allowed the privilege of being in the halls during class time.

2. Follow the directive of any KHS or Kirkwood R-7 District staff member.
3. Respect adults in both manner and language. Any language directed toward a KHS staff member in a loud manner or which is insulting or derogatory or threatening in nature is prohibited. Any words considered to be of a cursing, swearing, or vulgar nature directed toward a staff member are prohibited.

## **RESPECT FOR INSTITUTION**

Students are expected to:

1. Keep the buildings, equipment and materials clean, and in good condition. Deposit trash in trash containers provided. Leave the table and floor areas of the cafeteria, commons, and hallways clean.
2. Take proper care of textbooks, equipment and lockers. Students shall not cause destruction, defacement or damage to property. Students will be required to pay for damages and or may be subject to legal prosecution.
3. Abstain from using any tobacco or vaping product in the building or on school grounds at any time. This policy includes all school-sponsored activities. KHS is a "smoke-free" campus for students and adults. KHS will cooperate fully with Kirkwood Police regarding the enforcement of Missouri state law which prohibits possession of smoking paraphernalia by minors and smoking by students is subject to a minimum fine of \$150.00.

## **RESPECT FOR SELF**

Students are expected to:

1. Dress appropriately for school. "Appropriateness" is defined by the school dress code. (See Section D on Discipline for detailed information)
2. Operate their vehicles in a safe manner on the campus. Any type of driving which endangers the safety of the driver or others is considered to be reckless driving.
3. Leave campus promptly at 2:49 p.m. unless in a supervised activity. Students who are not in a supervised activity will be asked to leave campus or will be sent to detention.
4. Maintain high personal standards of behavior while on campus. Inappropriate displays of affection are not acceptable. No student will possess, use, or be under the influence of illegal drugs, alcoholic beverages, intoxicants, or controlled substances.
5. Be truthful when interacting with all faculty, staff, administrators, and students. Students shall not lie or falsify school-related materials.
6. Attend assigned detentions and other assigned consequences.

## **RESPECT FOR OTHERS**

Students are expected to:

1. Walk in the hallways and refrain from pushing, shoving, blocking walkways, or causing disturbances.
2. Show respect for others, buildings, and grounds. Refrain from any behavior which could injure another person. Do not bring items to school which could be deemed a weapon. Weapons in school - School

Board Ruling, June, 1995, JFCJ. The possession or use of a weapon, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities.

3. Refrain from making threats and harassing others. Every member of the school community is entitled to attend school free from harassment, threats or fear.
4. Resolve differences and conflicts in a peaceful manner. Fighting, defined as physical and or verbal abuse where all parties have contributed to the conflict, either verbally or physically, is prohibited. Students are expected to seek nonviolent means in solving disputes. If physical confrontation is anticipated, students are to seek assistance from an administrator, walking counselor, teacher or staff member immediately.
5. Respect for the possessions of others. Taking or using others' possessions without their knowledge is stealing. Theft by acceptance, possession, purchase, taking and or transfer of property belonging to another is prohibited. Offenders are subject to legal prosecution.
6. Exhibit good character. Follow guidelines that prohibit sale, transfer or distribution of illegal drugs, alcoholic beverages, intoxicants or controlled substances. See KHS Chemical Abuse Guidelines in this book. See Board Policy JFCH-R.
7. Use appropriate language at school. Obscenity, obscene gestures, swearing, cursing, whether verbal or written, is considered inappropriate language.
8. Refrain from hazing and bullying. Hazing is defined as any action which intentionally creates mental or physical abuse, discomfort, embarrassment, ridicule, or harassment and is prohibited at Kirkwood High School. Hazing and Bullying School Board Policy, May, 2004, JFCGF.

## **ELECTRONICS & NON-EDUCATIONAL ITEMS**

Students are not to buy, sell, or trade non-educational items at school. Items such as cell phones, electronic games, and laser pens, may be confiscated and may be picked up from the office at the end of the school day.

Consequences of 1<sup>st</sup> Offense: Warning

Consequences of 2<sup>nd</sup> to 5<sup>th</sup> Offense: Detention

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

## **BUS EXPECTATIONS**

Some bus basics include:

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

Kirkwood High School 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 children and drivers in their safe transportation. In accordance with this belief, it is important that students face logical consequences for inappropriate choices made while riding the



bus. Students who make poor choices deserve the opportunity to learn from their mistakes, but it is our responsibility to ensure safe transportation for all students.

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 the parent is contacted.

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

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

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

Situation is discussed with the student and the 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.

**4<sup>th</sup> referral**

Situation is discussed with the student and a parent is contacted. The student may lose bus transportation privileges. The parent or guardian will be responsible for student transportation if bus privileges are taken away.

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

**KHS Schedule  
Monday, Tuesday & Friday**

PERIOD	TIME
<b>Contact</b>	<b>7:30 – 7:40</b>
<b>1</b>	<b>7:45 – 8:35</b>
<b>2</b>	Announcements <b>8:41 – 9:36</b>
<b>3</b>	<b>9:42 – 10:32</b>
<b>4</b>	<b>10:38 – 11:28</b>
<b>5</b>	1 <sup>st</sup> Lunch 11:28-12:01 Class 12:07-12:57  Class 11:34-12:24 2 <sup>nd</sup> Lunch 12:24-12:57
<b>6</b>	<b>1:03-1:53</b>
<b>7</b>	<b>1:59– 2:49</b>

**Wednesday**

PERIOD	TIME
<b>Contact</b>	<b>7:30 – 7:40</b>
<b>1</b>	<b>7:45 – 9:14</b>
<b>2</b>	Announcements <b>9:20 – 11:00</b>
<b>5</b>	1 <sup>st</sup> Lunch 11:00-11:39 Class 11:45-1:14  Class 11:06-12:35 2 <sup>nd</sup> Lunch 12:35-1:14
<b>6</b>	<b>1:20 – 2:49</b>

## Thursday

PERIOD	TIME
Contact	7:30 – 7:40
3	7:45 - 9:14
AH	Announcements 9:20 - 11:00
4	1 <sup>st</sup> Lunch 11:00-11:39 Class 11:45-1:14  Class 11:06-12:35 2 <sup>nd</sup> Lunch 12:35-1:14
7	1:20 – 2:49

### KHS Lunch Schedule

<p><b><u>First Lunch:</u></b></p> <p><b>Discovery</b> <b>Independent Period (IP)</b> <b>Innovation Center</b> <b>Journalism</b> <b>North</b> <b>Northwest</b> <b>West</b></p>	<p><b><u>Second Lunch:</u></b></p> <p><b>Art</b> <b>Drama</b> <b>East</b> <b>Engineering &amp; Technology</b> <b>Music</b> <b>Northeast</b> <b>PE &amp; Health</b> <b>Science Building</b></p>
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## SECTION C

### COMMUNICATIONS BETWEEN HOME AND SCHOOL



**Email** – Kirkwood High School utilizes Blackboard to send emails to parents with school news and information about upcoming events. Parents’ email addresses for this service are drawn from the student data system utilized by the school district. To receive these e-mail updates, parents should include their email contact information on all registration forms. Please contact the grade level office when there is a change in any contact information.

**\*Important:** If you email a KHS staff member and do not get a response, please call the school’s main office at 314.213.6110. District e-mail has a spam filter.

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 2024-2025 school year to improve communication and student learning.

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



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

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



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

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



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

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



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

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



### **KSD Mass Notification System**

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



### **KSD Website – School and District Information ([www.kirkwoodschoools.org](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. 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 (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 – X (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 X@Kwoodschoools \(Twitter\)](#)
- ★ [Follow us on Facebook @KirkwoodSchoolDistrict](#)
- ★ [Follow us on Instagram @Kwoodschoools](#)
- ★ [Subscribe to our YouTube channel](#)

## **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. 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**

School counselors work with students throughout the day by appointment. Students should make an appointment to check counselor availability.

KHS Guidance Counselors, staff, and resources are available to help you with:

1. Adjustment and transition to high school
2. Course selection planning for high school years
3. Achieving academic success in high school
4. Career awareness and exploration
5. College and post-high school planning
6. Scholarships and Financial Aid
7. Decision-making and coping skills
8. Personal and interpersonal issues
9. Social/Emotional Support

The Guidance Activity Center is open to students and parents. It is a career and college lab containing valuable resources such as computerized college and career exploration programs, college catalogs and videos, ACT-SAT prep programs and other college-career and personal development reference materials. It hosts student sessions with career speakers and college representatives.

### **Grade Level Teams**

Assistant Principal, Grade level counselor, ESC, social worker, nurse, teachers, etc. strive to identify and obtain support for students experiencing academic difficulty and offers help and support to students and families who might be experiencing difficulty related to problems of depression, drug and or alcohol use, eating disorders, physical, emotional or sexual abuse.

### **Educational Support Counselor Services**

An Educational Support Counselor (ESC) supports our school's Counseling Department. The ESC's role is to assist the school counselor in providing emotional and behavioral support to students. The ESC is a Licensed Professional Counselor provided through a partnership between the Kirkwood School District and the BJC Behavioral Health Services. Services include anger management training, social skills education, small group facilitation, one-on-one therapeutic support, resource referral, homebound 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.

# SECTION D

## DISCIPLINE PHILOSOPHY

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.

Note: All requirements and procedures will be followed for students who have Individual Educational Plans (IEP) under IDEA or an Individual Accommodation Plan (IAP) under Section 504 of the Rehabilitation Act. Discipline for students with disabilities who have an IEP will be administered in such a manner as to provide appropriate consequences. Students whose behavior is related to their disability may receive modifications to their Special Education services or placement, as determined by the IEP committee.

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

### Detention

A time-period after school used as a consequence for misbehavior. During this time period, loss of privileges to participate in and/or attend activities occurs. Students should come prepared with work or appropriate reading material. Work schedules and athletic activities will not excuse students from detention.

1. **After-School Detention:** Will be held from 3:00 p.m. to 4:00 p.m. Monday through Thursday in the Restorative Center (W-202).
2. Morning detention is available, if needed, and must be arranged in advance with the student's grade level office.

## **Loss Of Privilege (LOP)**

Students earn privileges as they advance through Kirkwood High School. These privileges include: all school extracurricular activities, senior/junior off-campus lunch, student parking, early dismissal, dances, prom and graduation activities, and Independent Period (IP). Students engaging in inappropriate behavior as outlined by the discipline code may lose any of the privileges listed above.

## **Out-Of-School Suspension (OSS)**

The student is deprived of all the privileges of attending school, participating in classes, participating in, or attending any extracurricular activities or school sponsored functions whether on campus or at another facility for the length of the suspension. Further, during the time of a suspension the student is not permitted on any Kirkwood school campus without prior permission from an administrator. Grade level principals can assign an out-of-school suspension for a number of days up to ten days. Depending on the severity of the offense a recommendation for additional days up to 180 school days and/or expulsion may be made to the Superintendent. Students are excluded from any school activities until the first calendar day after the assigned OSS time is successfully completed. Suspensions will be extended in the event of emergency school closings. (See *board policy JG-R1*)

## **Restorative Center**

Students may be assigned to the Restorative Center. It is designed to be a positive and supportive educational environment while also serving as a disciplinary consequence. Students are to report to the grade-level office when they arrive at school to sign a Student Contract and check in with the grade level office prior to attending the Restorative Center. Students should bring appropriate textbooks and academic materials and are expected to complete daily schoolwork during their stay in the Restorative Center. Students will be informed of the rules upon admission to the Restorative Center. Failure to comply with the Restorative Center expectations may result in Out-of-School Suspension.

## **Restorative Practices**

With approval of the principal and concurrence of all involved students, students may be invited to participate in peer mediation or a restorative discipline conference to resolve disputes or address student behavior. This does not preclude the possibility of disciplinary action for prohibited conduct or any of the following interventions:

1. Re-teaching expected behavior with required practice
2. Student-teacher conference and reflection on behavior
3. Conference with parent
4. Parent attends one day of school with student
5. Peer mediation
6. Behavior contract
7. Conflict resolution with school counselor
8. Referral to school psychologist or school social worker
9. Referral to an Alcohol and Other Drug intervention program
10. Work detail and or community service
11. Referral to community resources

## **Student Searches**

School officials have the authority to search students and students' property (including purses, backpacks, gym bags, etc.), 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 likewise subject to search by school officials. School officials will also call in law enforcement officials (including School Resource Officers) when they deem it necessary or appropriate or otherwise required by law. Those law enforcement officials may also conduct searches and take other appropriate action pursuant to their authority as law enforcement officials.

Please refer to the Student Policies and District Information Document for detailed discipline policy language.

## **DISCIPLINE STANDARDS OF CONDUCT**

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

### **Standard 1: Causing Disruption of School or Any District Function**

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

#### **MINOR Consequences\***

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

#### **MAJOR Consequences\***

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

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

### **Standard 2: Academic Dishonesty**

Students who engage in academic dishonesty, including unauthorized use of generative artificial intelligence (AI), such as large language models (chatbots), are cheating/misrepresenting school work and may be subject to disciplinary action. Students who plagiarize or have repeated incidents of academic dishonesty may also be subject to disciplinary action.



### **MINOR Consequences\***

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

### **MAJOR Consequences\***

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

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

## **Standard 3: Damaging District Property or Property of Others**

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

### **MINOR Consequences\***

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

### **MAJOR Consequences\***

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

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

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

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

### **MINOR Consequences\***

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

2. Middle School: Parent contact; Return property; Restitution; Detention (one to five days)
3. High School: Parent contact; Return property; Restitution; In-school suspension

### **MAJOR Consequences\***

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

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

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

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

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

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

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

Assault is defined as:

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

### **MINOR Consequences\***

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

## **MAJOR Consequences\***

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

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

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

*(See board policies JFCF and JFCG; see board policies AC and ACA if illegal harassment or discrimination is involved)*

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

### Definitions

**Bullying** – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, racial slurs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

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

## **MINOR Consequences\***

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

## **MAJOR Consequences\***

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

2. Middle: First offense: In-school suspension (up to five days); Subsequent offenses: Out-of-school suspension (up to ten days with possible recommendation for a Discipline Review and up to 180 days of out-of-school suspension)
3. High School: **First offense:** In-school suspension (up to five days); **Subsequent offenses:** Out-of-school suspension (up to ten days with possible recommendation for a Discipline Review and up to 180 days out-of-school suspension)

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

## **Standard 7: Committing Sexual Harassment or Other Sexual Misconduct**

*(See board policies AC and ACA)*

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

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

### **MINOR Consequences\***

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

### **MAJOR Consequences\***

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

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

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

*(See board policies JFCH and JHCD)*

A student shall not **possess, use, or be under the influence** of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants (i.e., vapes, Juules, etc.), controlled substances, illegal drugs, counterfeit substances and imitation controlled substances. Electronic cigarettes, electronic smoking devices and smoking paraphernalia are also prohibited on district property or at any district-sponsored activities. An “imitation controlled substance” shall mean a substance that is not a controlled substance as defined by Missouri law, but which by appearance (including color, shape, size, and markings) or by representations made, would lead a reasonable person to believe the substance is a controlled substance.

The term “controlled substance” shall include any substance as defined in the Narcotic Drug Act, Section 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).

The school administration or teachers shall have the right to conduct searches and perform alcohol tests and/or drug tests, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy. Such searches shall be conducted in accordance with Board policy JFG.

Any student who, after given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy may be subject to disciplinary action. This includes warranted suspicion of being under the influence of alcohol and or drugs with refusal to submit to an assessment at a district-approved facility within 24 hours of the alleged incident.

Students with disabilities who violate this policy will be disciplined in accordance with board policy JGE.

### **Consequences—High School\***

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

#### **FIRST Offense**

Health officials and parents notified; SRO (School Resource Officer) notified; possible arrest; and **five-day out-of-school suspension for high school students** (three days out-of-school suspension) and two days in-school suspension for Middle School students.

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

#### **Subsequent Offenses**

Health officials and parents notified; SRO notified; possible arrest; **10 day out-of-school suspension with a Discipline Review and a recommendation for up to an additional 170 days** and compliance with the following:

1. A conference between the principal, the student and his or her parent(s), and or legal guardian(s).
2. Completion of a drug-alcohol evaluation by an agency approved by the Board.
3. Full and good faith participation in the development of a mutual contract and plan that is based upon the evaluation of recommendation and a combined effort to eliminate drug and/or alcohol use. This plan may include:
  - a. Drug or alcohol education and/or treatment (including regular drug and alcohol testing) as recommended by the dependency evaluation;

- b. Individual and/or family counseling;
- c. Participation by student's parents in parental education program;
- d. Compliance with certain agreed upon assertive parental measures including curfews, restrictions on social life, blocks or nightly student time; and
- e. Other measures as agreed upon by the family and administration including additional days of Intervention Center;
- f. Acceptance of responsibility by the student, which is reflected in the student's attitude.
- g. Full compliance with requirements of Municipal Court, Family Court, or sentencing and probation requirements.

A student shall not **sell, purchase or distribute** of any prescription drug, alcohol, narcotic substance, unauthorized inhalants (i.e., vapes, Juules, etc.), counterfeit drugs, imitation or synthetic controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in Section 202 of the Controlled Substances Act. Possession of drugs or alcohol packaged in a manner or in a quantity intended for distribution.

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

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

A student shall not **possess, sell, purchase or distribute** any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

**FIRST Offense:** Parents notified; **ISS up to a 10-day OSS** with a recommendation for up to 170 additional days and requirements listed above.

**Subsequent Offenses:** Parents notified; **10-day OSS with a recommendation for 170 additional days or recommendation for expulsion**

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

## **Standard 9: Verbal Aggression**

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

### **MINOR Consequences\***

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

### **MAJOR Consequences\***

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

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

## **Standard 10: Being Insubordinate**

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

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

### **MINOR Consequences\***

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

### **MAJOR Consequences\***

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

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

## **Standard 11: Possessing Firearms and Weapons**

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

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

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

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

### **MINOR Consequences\***

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

### **MAJOR Consequences\***

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

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

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

A student who poses a threat of harm to others may be immediately removed from school. Prior disciplinary actions shall not be used as the sole basis for removal, suspension, or expulsion of a student.

### **MINOR Consequences\***

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

Major infraction: Students may be suspended, and a threat assessment shall be conducted within 48 hours of the suspension. Results of the threat assessment will be used to determine the appropriate course of action.

### **MAJOR Consequences\***

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

## **Standard 13: Possessing Bombs or Other Dangerous Substances**

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



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

### **MINOR Consequences\***

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

### **MAJOR Consequences\***

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

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

## **Standard 14: Making False Alarms or False Bomb Reports**

A student shall not make a false statement regarding the possession or location of an explosive device or incendiary materials, nor shall a student report a fire or activate the fire alarm system when no fire exists.

### **MINOR Consequences\***

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

### **MAJOR Consequences\***

1. Elementary: Formal apology; Parent contact; Detention; Extended loss of privilege: Consult with behavioral specialist and or counselor; Subsequent offenses: Implementation of ASSIST plan; In-school suspension: Referral to law enforcement.
2. Middle: Out-of-school suspension (up to ten days with possible referral for a Discipline Review and up to 180 days out-of-school suspension or expulsion and possible referral to law enforcement).
3. High School: Major Infraction: Students may be suspended, and a threat assessment will be completed within 48 hours of the suspension. The results of the threat assessment will be used to determine the appropriate course of action. Out-of-school suspension (up to 10 days with possible referral for a Discipline Review and up to 180 days out-of-school suspension or expulsion and possible referral to law enforcement)

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

## **Standard 15: Setting Fires**

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

### **MINOR Consequences\***

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

### **MAJOR Consequences\***

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

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

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

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

1. Hacking, attempting to hack, and other unlawful activities may include, but are not limited to, searching for VPN (Virtual Private Network), or use of AI.
2. Sending or displaying offensive messages or pictures.
3. Using obscene language.
4. Harassing, insulting, or attacking others.
5. Accessing material that advocates illegal acts, violence or is otherwise inappropriate.
6. Damaging computers, computer systems or computer networks, i.e., downloading a VPN (Virtual Private Network).
7. Violating copyright laws.
8. Using another's password.
9. Trespassing in another's folders, work, or files.
10. Employing the network for commercial purposes.
11. Unauthorized disclosure, use and dissemination of personally identifiable information.
12. Other inappropriate electronic-related actions as determined by the principal.

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

### **MINOR Consequences\***

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

## **MAJOR Consequences\***

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

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

## **Standard 17: Engaging in Other Misconduct**

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

## **MINOR Consequences\***

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

## **MAJOR Consequences\***

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

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

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

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

## **DRESS / CLOTHING STANDARDS**

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:

### **KHS Dress Code**

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 undergarments, upper and lower (midriff) torso, back, and chest. No see-through apparel is permitted.
4. Sagging pants are not permitted.
5. Footwear must be worn at all times appropriate to the school activity or situation.
6. Class activities that present a concern for student safety may require the student to adjust hair, jewelry, and/or clothing during the class period in the interest of maintaining safety standards.
7. Additional dress guidelines may be imposed upon students participating in PE and certain extracurricular activities.
8. Exceptions are made for religious purposes.
9. When a student's dress or appearance does not comply with the above criteria, the student may be required to make modifications, sent home and, or sent to the Restorative Center.
10. Final decisions regarding "appropriateness" of dress will be determined by administration.
11. 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.

## **SECTION E**

### **ELECTRONIC DEVICES (cell phones, Air Pods, etc.)**

Personal electronic devices are to be silenced when students enter an academic setting such as a classroom, library, or lab. Items which may interfere with the educational process or may endanger the safety of another person are prohibited. Students are permitted to use approved and appropriate electronic devices between classes, during lunch, Independent Period (IP), or in class with teacher approval, provided they do not cause a disruption.

Consequence for 1st offense: Teacher conferences with student

Consequence for 2nd Offense: Teacher conferences with student and phone call or email to parents/grade level principal

Consequence of 3rd: Referral to administrator; after school detention

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

**NOTE:** Upon teacher/staff request, students are to turn off or put away un-approved electronics. Electronics that cause disruptions or failure to follow staff requests regarding use of said items may result in administrative confiscation of any inappropriate items. When students enter an administrator's office, cell phones are to be left with the administrative assistant. Kirkwood High School is not liable for any lost or stolen items.

# SECTION F

## FOOD SERVICE

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 2024-2025**

A la carte options will be offered at all schools. Snack items will cost .70 cents up to \$3.10 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 one week of their student's meal account online in the MySchoolBucks 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 al 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 al a carte and costs 80 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 1350 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 G**

### **GRADUATION REQUIREMENTS AND GRADING SYSTEMS**

Kirkwood High School has specific requirements to graduate that are both board approved and aligned with Missouri Department of Elementary and Secondary Education requirements.

For detailed information regarding graduation requirements, please refer to the [KHS Course Description Book](#)-page 3. This section of the Course Description Book also covers: Schedule Changes, Drop Policy, and Grading Systems and Policies.

## **SECTION H**

### **HEALTH SERVICES**

The school nurse, Mrs. Julie Tadros, R.N. is the lead nurse for KHS. She is aided by Erin Rimkus, R.N. and Tracey Ludbrook, R.N. You will find the clinic in the main entrance hallway, next to the Welcome Center. To see the nurse during class, obtain an e-hallpass from your teacher. If necessary, the nurse will send you home after a parent or guardian has been notified.

The school nurse is responsible for the following:

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

You can assist the school nurse by:

1. Keeping students 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 nurses of immunization boosters and the results of physical and dental exams.
4. Notifying the 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 the 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, may be 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. Students are not to have prescription medicine or over the counter medicine on their person and students who are found in possession of prescription medication or over the counter medicine may receive disciplinary action.

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

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

1. Chicken Pox: Until all blisters have scabbed, usually five to seven days after rash begins.
2. Conjunctivitis (Pink Eye):
  - a. *Purulent Conjunctivitis* (redness of eyes and or eyelids with thick white or yellow discharge and eye pain) Exclude until appropriate prescribed treatment has initiated, or discharge has stopped, unless a doctor has diagnosed it as non-infectious.
  - b. *Non-Purulent Conjunctivitis* (redness of eyes with clear, watery discharge. No pain or fever or eyelid redness) No exclusion necessary.
3. Diarrhea: Free of diarrhea for 24 hours.
4. Fifth Disease (Parvovirus): No exclusion necessary. When rash appears, it is no longer contagious.
5. Hand, Foot, and Mouth Disease: Until fever is gone and child is well enough to participate in school.
6. Head Lice: If live lice are present, exclude until first treatment has been completed and no live lice are seen. School nurse will assess 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 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.
13. 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.

## HOMEROOM

Every Thursday students will report to their Homeroom teacher. This is a block period every Thursday that is divided into 3 time periods. The first period is for homeroom teachers to do team building activities with students, discuss and participate in digital citizenship lessons, check on student grades and build relationships with the teacher and their classmates. Also during this time, students can attend class meetings/assemblies, club and sports team meetings and a variety of other events that may be scheduled. During the second and third time periods of homeroom, students are given the opportunity to travel to see their teachers to get academic support with the class content.

## HOMEWORK PRACTICES

### **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. KHS partners with Special School District staff to provide up to five hours per week of homebound instruction when it is needed. Applications for homebound instruction can be secured from the guidance counselor in your building or in the Office of Student Services.

### **Making up Missing Work:**

Students who have an excused absence shall have the opportunity to make up work. It shall be the responsibility of the student, on his or her own initiative, to contact the teacher or teachers involved to determine make-up assignments and establish mutually agreeable times for test make-up. Students will be granted the amount of time they were absent in which to make up work. Students who have justifiable reasons for absence such as illness or accident and whose probable absence will extend beyond two weeks shall be referred for consideration for homebound instruction.

**Students who have an unexcused absence will not be allowed to receive credit for work missed.**

The building administrator and staff have the authority to establish specific procedures for administering the Make-Up Policy.

### **Suspension Homework:**

**Students on suspension are expected to complete all assigned work.** It is the responsibility of the student and parent to make arrangements to receive assignments for students when placed on suspension. The office and the student's teachers will work with the student and parent to make the necessary arrangements. Students who return to school after a suspension without complete work may be assigned to in-school suspension until work is complete and the student is prepared for class.

# SECTION I

## INDEPENDENT PERIOD (IP)

Students who enroll in a Study Block class and receive a 3.2 GPA the semester prior will automatically be enrolled in an IP. By a student maintaining a 3.2 GPA it shows that the student is responsible for accomplishing their schoolwork and making good choices. During the IP, students are expected to sign in

to their IP class via a google form and then remain in the area in which they recorded on the google form. If a student cannot demonstrate the expected behavior of having an IP, they will be placed into a Study Block class in a classroom with a teacher.

## SECTION L

### LAPTOPS

Kirkwood School District is excited to loan KHS students a laptop 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.

Laptops are to be brought to school every day fully charged. Students are responsible for tracking its whereabouts. Laptops are to be kept covered and handled carefully. Students will be charged fines for lost or damaged laptops, cases, cords, and chargers. **Note: If the case is removed or badly damaged, insurance will NOT cover the cost of repairs.**

Students are to use the network for school projects only; students may not use the district network for any other purpose (downloads, games, etc.). Student work is mostly saved via laptops – flash drives are also acceptable.

#### **Laptop Use and Protocols:**

All KHS students use technology (laptops) on a regular basis. To ensure academic success in the electronic age, KHS students are provided with the most modern technological equipment available (Macbooks, I-Pads, Apple TV's) 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, laptop insurance is available through the Kirkwood School District. If coverage is waived, parents are responsible for damages or loss.**

1. Laptop Insurance can be purchased annually.
2. Students must complete and sign the [Student Technology Agreement](#) annually.
3. Parents or guardians must complete and sign the Parent Technology Agreement annually. This agreement is located within the Annual Update in Infinite Campus.

#### **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 laptop insurance fees, activity fees, etc.

The site may be accessed through the Kirkwood School District website, <http://www.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 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.

### LIBRARY SERVICES

The Donald W. Duchek Library is open when school is in session; extended hours and exceptions will be posted. You may find additional information about the KHS Library at [the KHS library web page](#).

### LOCKERS

Lockers will be provided and assigned on individual request. This is a space loaned to students by the school and subject to inspection if the need arises. Students are reminded to use only the locker assigned to them and to keep it locked at all times. **Locker combinations are not to be given to any other person.**

### LOST AND FOUND

The Lost and Found is located in the Welcome Center. If you are unable to locate your lost item, proceed to the Welcome Center for assistance. If you find an item, please turn it in to the Lost and Found office IMMEDIATELY. Protect your own property by clearly **marking your items with your name.**

### LUNCH PERIODS

There are two lunch periods for students and the lunch period is determined by the classroom location in the building. Seniors and Juniors are awarded the opportunity to leave the KHS campus during lunch time. Students must return to campus on time at the end of lunch after having completed their lunch during the lunch period. As students are leaving the building, if a school walking counselor, security staff or administrator asks for verification that a student is a Senior or Junior, students must show their student ID to verify. **Off campus lunch at KHS is a privilege. This privilege may be revoked at the discretion of an administrator due inappropriate behavior in parking lots, late arrival after lunch, or not disposing of lunch items in appropriate trash receptacles.**

## 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 from the district. In addition, the district's Community Relations and Development Office produces several publications featuring photographs and interviews with students and staff. Interviewing and photographing students must be in compliance with the Family Educational Rights and Privacy Act (FERPA). This law allows students and parents to opt out of the release of certain information about students, including photographs. Each school is responsible for maintaining a database to determine who cannot be photographed and interviewed according to FERPA guidelines via the district's Student Media Consent form. If you would like to update your preferences related to media, contact the school office.

# SECTION P

## PARENT-TEACHER CONFERENCES

Parents are encouraged to contact the school to discuss their child's progress. You will have the opportunity to review progress through parent-teacher conferences. If you feel additional dialogue or communication is needed, feel free to contact teachers, counselors or a grade-level administrator by email or phone.

## PIONEER PARENT ORGANIZATION (PPO)

All parents or guardians are invited to participate in our active Pioneer Parent Organization (PPO). All of our initiatives and events are carried out by volunteer teams who typically work with only one crew. Our officers and chairs meet only four times a year to oversee all of the amazing work being done by the various teams.

Here are some of the ways we enhance the KHS experience:

1. Host appreciation gatherings
2. Host conference nights
3. Host orientations
4. Host parent education events
5. Plan and implement after-graduation celebrations
6. Plan and implement Turkey Day festivities
7. Provide funding for field trips
8. Provide funding for orientations
9. Provide scholarships for teachers' classrooms

## PIONEER PRIDE STORE

The Pioneer Pride school store is located in the back library hallway. The Pioneer Pride school store is open Tuesday - Friday during the lunch periods (hours are subject to change). The store sells Kirkwood-themed merchandise. Profits are used for student scholarships and capital improvements to the high school. Alumni merchandise is also available in the store. The school store phone number is 314.213.6100 extension 1616.

## PROTECT YOUR PROPERTY

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

# SECTION R

## RESIDENCY

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

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

### **List A documents (submit one)**

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

### **List B documents (submit one)**

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

Parents may enroll their children before actually moving into the district, but they must apply in writing to the [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 the KHS office if you move or are planning to move outside the district.** Students who live in the city of St. Louis are enrolled through the VICC office. Their direct phone number is 314.721.8657.

## 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

## **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 KHS 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 of the KSD staff members care about your children. We know you are worried and anxious. We want to provide you with information without creating undue alarm or anxiety.

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

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

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

**Dear Parents of KSD and Families,**

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

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

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

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

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

1. Courage 2 report 1-.866.748.7047 tip line
2. Local Law Enforcement 911
3. Report to school resource officer

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

Sincerely,

**Martise Scott**  
Director of Safety and Security  
Kirkwood School District R-VII  
Office 314.213.6100 extension 1400  
[martise.scott@kirkwoodschoools.org](mailto:martise.scott@kirkwoodschoools.org)

## **SEARCHES BY SCHOOL ADMINISTRATORS**

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

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

## **STUDENT ID BADGES**

Students will be given one ID badge to start the school year and ***it is to be carried by the student at all times during the school day.*** Students are expected to produce their ID badge when asked by any KHS staff member. ID badges may not be damaged, marked on, or changed in any manner, on either side of the ID. Any student who refuses to comply will be sent to the appropriate grade level office.

Students who misplace, destroy or break their first ID should go to the collections office in the library to get a replacement ID. All additional IDs must be purchased at the cost of \$5.00 each.

Permanent ID Badges are needed for the following activities:



1. Checkout materials from the library or assigned materials from a course/teacher
2. Receive refunds for the vending machines
3. Purchase tickets for any school activity including all dances

## **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 X \(Twitter\) 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.

## **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 an administrator because we have explicitly asked that cell phones not disrupt the learning environment. Phones that are taken will be returned at the end of the day unless the phone is being held as evidence, or this is a repeated offense, which may require parent involvement.

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

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

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

## **SPECIAL SCHOOL DISTRICT**

Students who have been identified as having disabilities that interfere with their learning receive services from staff members of the St. Louis County Special School District. The special educational services provided are determined through an Individualized Education Program (IEP) process. Services provided at KHS include specialized services, in-class support, learning center instruction, occupational therapy, physical therapy, adaptive physical education, and speech, language, and hearing support.

## **STUDENT ACTIVITIES – INTRAMURALS, CLUBS AND DANCES**

For full details regarding clubs and activities, visit [Clubs and Organizations](#) on the KHS website.

Additional activities include Class Office, Friendship Dance, Pioneer Pride Week, Turkey Day Football Game, SnoCo, and Junior-Senior Prom.

The following rules were developed by KHS students to ensure every dance would be enjoyable and safe for every student.

1. Dances are a school function, so ALL school rules apply. Chaperones will report any violations to a staff member.
2. Chaperones have the right to ask any student his or her name and have the right to ask unruly and disruptive students to leave without reimbursement.
3. Only one guest (non-Kirkwood student) permitted per KHS student and the guest must be accompanied by a Kirkwood student.
4. Guests must have a Visitor Permission Form completed by the principal of their high school or their employer. If the guest is attending college the parents of the Kirkwood student may complete the visitor permission form for the guest.
5. Students who are suspended, on hold, or have outstanding unserved discipline at the time of the dance may not attend.
6. Students requiring transportation home must make advance arrangements for prompt departure at the end of the function. Failure to do so may jeopardize future attendance for school-sponsored dances.
7. Attire for dances should be appropriate, follow provided guidelines and in good taste for a school function.

**IMPORTANT NOTICE:** All outstanding debt to KHS and all detentions must be cleared prior to purchasing tickets for the Friendship Dance, SnoCo or Prom.

## **STUDENT HOLDS AND FINES**

Any student who owes monies to the Kirkwood School District for lost or damaged books, school uniforms and or equipment, classroom equipment, ID fees, or any other expense incurred while a student at KHS, will not be allowed the privilege of attending or participating in any school activities including, but not limited to: Friendship Dance, Prom, SnoCo, Graduation Ceremony, or After-Graduation Party. Students will be notified periodically throughout the year if they have a hold.

## **STUDENT PARKING**

### **Who can park?**

Only Juniors and Seniors that have registered their car and purchased a sticker (\$20) can park on the KHS parking lots.

### **Where can I park?**

1. SENIORS can park in the non-numbered spaces on the Dougherty Ferry Lot.
2. JUNIORS can park in non-numbered spaces on the Essex Lot only.
3. **Chopin Parking Lot is NOT available for student parking.**
4. Teacher and staff spots are marked as reserved and/or have numbers; Tickets (\$10) will be issued for parking in a staff, reserved, or wrong lot.
5. Parking lots or sections may be closed to students on certain occasions. (Examples: Election Days, snow and ice, etc.)

### **Do I have to pay to park?**

Yes. The cost is \$20. You must register your car and buy a sticker at any time in the 9<sup>th</sup> grade office. **Place the sticker on the front windshield of your car, passenger side, lower right corner.**

**Remember:** Having a sticker gives you the privilege to park on campus, but does NOT guarantee there will be a space for you. Get here early!

### **A few Rules:**

1. No student should park on the Chopin Lot, behind the East building, Engineering & Technology building, or the cafeteria. Students should not park anywhere along the service road, on the eastern edge of campus, behind the building.
2. Illegal parking is defined as parking in "No Parking" areas, parking in a way to interfere with buses and emergency vehicles, parking in a way to block other cars, parking in spots that are not designated as parking spaces, parking in spots designated as reserved, and parking on the lots without the sticker displayed on the front windshield, passenger side, lower right corner of the student's car.
3. Vehicles driven to school may be searched by school officials as deemed necessary to maintain the safety and welfare of students and staff.
4. Freshmen and Sophomore students will not be permitted to park on campus.

### **Violations:**

Students who violate parking regulations stated above will be fined \$10 for each parking violation. **Students who are issued more than three tickets may lose parking lot privileges.** Students with fines will be placed on hold until these fines are paid. Anyone who illegally parks in a Handicap space or in the fire lane on the Kirkwood High School campus is subject to being ticketed by the Kirkwood Police Department.

**Parking at KHS is a privilege. This privilege may be revoked at the discretion of an administrator due to violation of parking regulations and or inappropriate and unsafe conduct on the parking lots.**

## **SUPPORT SERVICES FOR STUDENTS**

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

Effective support 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. Executive Director of Instruction and Professional Learning

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.

### **Guidance Activity Center:**

This is a career and college lab containing valuable resources such as computerized college and career exploration programs, college catalogs and videos, ACT and SAT prep programs and other college or career and personal development reference materials. It hosts student sessions with career speakers and college reps.

### **Pioneer Pathways:**

Pioneer Pathways provides an umbrella of programs consisting of non-traditional learning environments for students at Kirkwood High School which have unique academic needs. It is the district's goal to provide all students the academic and or social emotional support they need in order to experience success. There are several different programming facets which fall under this umbrella.

#### **1. Discovery Center**

The Discovery Center is housed on the south end of the campus of KHS. It serves students who need academic assistance with credit recovery or obtaining a diploma in an alternative setting. Students are accepted into the Discovery Center by a referral process. Referrals are made for a variety of reasons that may include credit recovery, more intense individualized instruction, social or emotional concerns, or diploma completion.

#### **2. Innovation Center**

The Innovation Center is housed in the upper level of the KHS Library. Innovation Center is a voluntary program providing students with an opportunity to grow and achieve academic and personal success in an individualized setting. Students struggling academically for a variety of reasons are referred to the program by counselors and or administrators. Interested students and their parents complete an application, are placed on the waitlist, and prioritized as openings occur. Innovation Center offers students small class sizes, individualized planning and support, plus direct and computer-based instruction. Students can earn credits in core subjects and work study. All classes are aligned with Kirkwood District and Missouri state standards.

#### **3. Pioneer E-Learning Academy (PELA) & LAUNCH – On-Line Virtual Courses**

Pioneer E-Learning Academy is an on-line virtual educational experience offered to students using KHS curriculum and educators. PE, Health and Personal Finance are the current courses offered through PELA.

Additional courses (beginning with core graduation requirements) are being developed and will soon be added as options for students. Please contact your grade level counselor if you are interested in taking a PELA course.

LAUNCH on-line virtual courses are offered to students interested in taking course content online. All students enrolled in a Launch course participate in proctored exams. These exams may be seated in a traditional high school setting. All Launch courses are taught by Missouri DESE-certified teachers that meet the "highly qualified" status. Launch courses can be taken as part of a student's schedule or in addition to a student's schedule. Prior approval for a course outside of Launch through the Missouri Department of Elementary and Secondary Education's MOCAP program is required by a school counselor or principal. Approval will only be granted for courses outside Launch if it is in the best educational interest of the student.

Students who are interested in any of the Pioneer Pathways programs must contact their grade level counselor for information.

## **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**

## **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 to be determined later. 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.

## SECTION V

### VISITORS TO KIRKWOOD HIGH SCHOOL

**ALL VISITORS are** required to report and sign in at the Welcome Center located at 800 Dougherty Ferry Road.

The Kirkwood School District utilizes 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.

The KHS administration uses these guidelines in conjunction with visitation requests. Students from outside the Kirkwood School District area may be the guest of a KHS student with prior approval. The parent of the KHS student will make the request to Dr. Seth Harrell, or their student's grade level principal, one week prior to the date of the requested visit. If permission is granted, the visitor will visit KHS only on one school day. Kirkwood High School graduates are always invited back to visit their alma mater. Alums are required to call in advance and set up an appointment with the teachers or staff members they wish to visit. Alumni are to sign in at the Welcome Center as they enter KHS and sign out as they prepare to leave.

Parents are always welcome, but should make an appointment to see a teacher, counselor, principal, or to visit their child's classes.

## **VOLUNTEERS AND CHAPERONES**

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

While volunteering in a classroom, we suggest:

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

You may wish to explore other volunteer opportunities with the KHS PPO, or as a community mentor, or an OASIS Tutor. More details are available through our main office. Call 314.213.6110 for more information.