

Keysor Elementary School



**Keysor Elementary School
Family Handbook and Safety
Guide
2025-26**

Dear Keysor Families,

Welcome to a new school year at Keysor! We're so excited to begin this year with you and are grateful for the opportunity to partner in creating a supportive, engaging, and safe environment where every student can thrive.

To help you feel informed and connected, we're pleased to share this year's Keysor Family Handbook. This resource is designed to serve as a comprehensive guide for families. It includes essential information about school policies, daily procedures, communication protocols, and expectations that support your child's success at Keysor.

New this year, we've added expanded sections outlining our safety measures and emergency procedures. These updates reflect our continued commitment to the well-being of every student and our shared responsibility in maintaining a safe and welcoming school community.

We encourage you to take a few moments to review the handbook and reach out if you have any questions. We're here to support you and are always just a phone call or email away.

Wishing you and your family a joyful and successful school year ahead!

Warmly,

Dr. Alyssa Taylor, Principal

Dr. Daniel Hecht, Assistant Principal

Using Document Tabs and Subtabs in Google Docs

To help you easily navigate important school documents—like this year's Keysor Family Handbook—we've organized them using document tabs and subtabs. These act like chapters and sub-sections in a book, so you can quickly jump to the information you need without scrolling through the entire file.

This year's handbook includes three main tabs:

- Keysor Elementary School Family Handbook and Safety Guide
- Keysor Essentials A–Z
Keysor Safety Guide

How to View and Use Tabs & Subtabs

When you open the Google Doc on a computer or tablet, here's how to see and use the tabs:

1. Click "View" in the top menu.
2. Select "Show outline."
 - a. A navigation panel will appear on the left side of your screen.
3. You'll see a list of headings—these are your tabs.
 - a. Click on any heading to jump directly to that section.
4. If a tab has subtabs, they'll be listed just below it and slightly indented.
 - a. These subtabs help break down the section into more specific topics (e.g., under "Safety Guide," you might see "Fire Drills" or "Reunification Procedures").

Using a Phone?

For the best experience, open the document in the Google Docs app. Once inside:

- Tap the three dots in the top right corner.
- Select "Document Outline" to view and navigate both tabs and subtabs.

If you ever need help navigating the document, just reach out to the Keysor office—we're happy to walk you through it!

Building Information

Address: 725 N. Geyer Road, Kirkwood, MO 63122

Main Office Number: 314-213-6120

Office Hours: 8:00 am – 4:00 pm

Student Hours: 8:40 am – 3:40 pm

Students may enter the building at 8:25 am.

Dismissal begins at 3:40 pm.

Office Staff

[Dr. Alyssa Taylor](#), Principal

[Dr. Daniel Hecht](#), Assistant Principal

[Kari Kopp](#), Nurse

[Kelly Eschenroeder](#), Secretary

[Leah Metcalf](#), Secretary

School Counselors and Social Worker

[India Howard](#), Counselor (Grades 1, 3, 5)

[Whitney Mitchell](#), Counselor (Grades K, 2, 4)

[Katherine Ingersoll](#), Social Worker

Links to Commonly Used Forms and Websites

[Medical Forms](#)

[Field Trip Permission Slip Form](#)

[iPad Insurance Form \(grades 3-5\)- optional](#)

[Free & Reduced Application](#) (Required to participate in the program.)

[KSD Volunteer Information](#)

[Keysor Website](#)

[Kirkwood School District Website](#)

The Kirkwood School District strictly prohibits discrimination and harassment against employees, students, or others on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity, and other characteristics protected by law. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: For student issues, please contact Dr. Matt Bailey at 314-213-6106. For employee issues, please contact Dr. Brian Rich by calling 314-213-6103.



Keysor Essentials A-Z

2025-26 District Information for Parents

Review important District Information for Kirkwood families [here](#).

2025-26 Elementary School Family Handbook

Review important information for Elementary families [here](#).

2025-26 School Calendar

Download important districtwide dates in a [printable format](#). You can also visit our [online calendar](#), which can sync to your phone/digital calendar using an [iCal feed](#).

Absences and Late Arrivals

If your child is tardy or absent from school, please notify the office as soon as possible by calling 314-213-6120. Please include the following information when leaving a voicemail or sending an email: Parent/Guardian's name, the child's first and last name, and the reason for the absence or late arrival.

If your child is absent from school and we have not received notification from you, we will contact you to verify the absence.

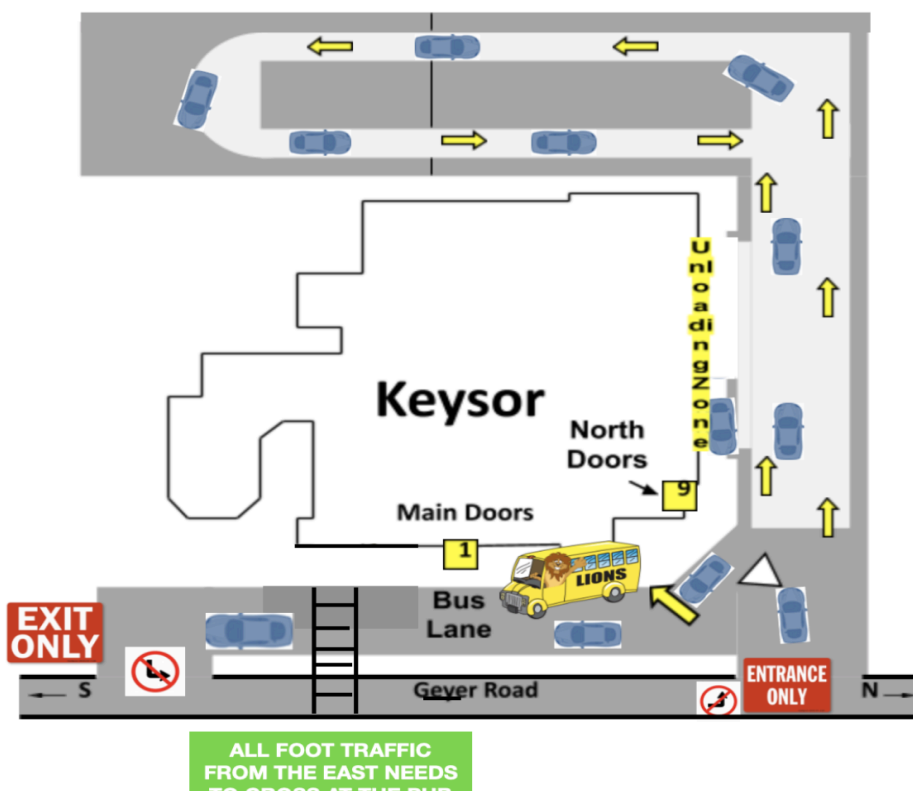
Annual Update

Infinite Campus provides access to the required Annual Update and allows families to stay up-to-date on schedules, grades, assignments, attendance, and more. If you are a new user or forgot your username or password, fill out an [assistance form](#).

Arrival Procedures

Car Rider Drop-Off:

- **Cars may not turn left into the lot during school hours.**
- Upon arrival, please drive around to the rear of the building.
- **ADULTS DO NOT GET OUT OF THE VEHICLE.**
- Students may get out on the right side of the car once you reach the north side of the building.
- All car riders need to enter Keysor through Door 9. There will be lots of



- staff members outside to direct students.
- Once your child is safely out of your car, please follow traffic around the front and exit campus.
- **Cars may NOT turn left out of the lot during school hours.**
- **Please do not drop off on West Jewel.**

Students who walk or ride their bikes:

- Students who walk or ride their bikes should arrive between 8:25 and 8:35.
- Walkers and bike riders should park their bikes at either the south or north rack, depending on their route.
- **All foot traffic from the east should cross Geyer at the Pedestrian Hybrid Beacon (crosswalk) directly in front of Keysor!**
- Please note that crossing guards are not out before approximately 8:15 a.m. every morning.
- Bus riders:
- As buses arrive, staff members will welcome students into the building.
- Students will then go straight to class or breakfast, if necessary.

Arriving Late to School (Student Check In)

If your student arrives at school after 8:40 a.m., they will be marked tardy. If your student arrives between 8:40 a.m. and 9:00 a.m., they must sign in at the office. After 9:00 a.m., please come into the office to sign them in.

Attendance Reporting Policy

As per KSD policy, part of our responsibilities at school is to monitor and keep families notified of how many days kids miss and/or are late to school, regardless of the reason. Every four to six weeks, we run attendance and tardy reports and begin to notify parents of absences of five, ten, or fifteen days or more, regardless of the reason. We also inform families of excessive tardiness. This is just a notification. If we have bigger concerns, we will reach out and offer support. And it goes both ways; if you receive a letter stating higher-than-expected tardies or absences and need assistance or problem-solving, call our school counselors, Whitney Mitchell or India Howard.

Click [here to view the 25-26 KSD Calendar](#).

Before and After School Care

We offer [Adventure Club](#) for students in grades K-5 at each of our elementary schools. The first step in the process to be considered for a spot is to put your child on our waiting list.

Biking to/from School

- Students may ride a bicycle to school if they are in grade 3, 4, or 5, or accompanied by a sibling or neighbor in these grade levels, or by an adult.
- Students **MUST** wear a helmet when riding a bicycle.
- Students should bring and use a padlock and chain to secure their bicycles.

- Students should walk their bicycles on school property due to congestion at arrival and dismissal times.
- Any student not wearing a helmet will not be allowed to ride a bike to school.
- For safety purposes, wheelie shoes and skateboards are not allowed on Kirkwood school property at any time.

Birthdays Celebrations

Please do not send treats for your child's birthday. Ask your classroom teacher about other fun ways to celebrate your child's birthday at school, even if it's a summer birthday! Please do not send birthday party invitations to school unless all children in the classroom are invited.

Breakfast and Lunch

Please complete an application to determine if your family qualifies for free or reduced meal benefits. Applications can be found [HERE](#).

The Kirkwood School District's Food Service Operation is designed to be financially self-sustaining and to achieve break-even status. The District's goal is to ensure that all students have access to reasonably priced, quality, safe, nutritious, tasty, and balanced meals that meet or exceed the USDA guidelines.

Meal Prices for the 2025-2026 School Year: The student breakfast price is \$2.70, the Elementary Lunch Price is \$3.55, and Milk only is \$0.70.

Students can purchase lunch and milk at school, buy milk only, or bring their lunch and drink from home. **Students may not share food.** Please review all the Chartwells information [here](#).

Bus Information

Families who qualify for bus service should receive information regarding bus stops and route times in the next two weeks. Please note that it's not uncommon for information to arrive just 1-2 days before school starts. If you believe you qualify for bus service and have not received your information by August 18, feel free to contact Toni Cain in the Safety & Security Office at 314-213-6100, ext 1401, or the Keysor Main Office at 314-213-6120.

Families can download the [FirstView](#) app via the Apple [App Store](#) or [Google Play](#) to track bus routes and arrival times via First Student, our transportation provider.

Kindergarten Riders: Parents of kindergarten bus riders should be advised that it is Kirkwood School District policy to require an adult or caregiver to meet kindergarten students at the bus every day. If no one is present at the bus stop to meet the kindergartener, they will be taken back to school.

Cell Phones and Personal Devices

As you may have seen in a recent message from the District, beginning with the 2025–26 school year, all Kirkwood schools will be cell phone-free during the school day. This includes all personal electronic devices—such as smartwatches, AirPods, and similar cell-based devices.

At the elementary level, this won't change much about how we already approach cell phones. However, the updated law and policy now apply to all personal devices, not just phones. This means **students will need to keep smartwatches and other cell-enabled devices off and put away during the school day.**

We'll provide plenty of reminders and support to help students adjust to this expectation. We also want to make sure you have the information you need. If you have questions, take a look at the Frequently Asked Questions document.

We encourage you to talk with your student about the changes and help them understand why this matters. Remind them that limiting distractions helps us focus on learning, building friendships, and making the most of our time together in school. You might also consider using parental controls to limit notifications or app access during the school day to help reinforce this habit.

More information on why this change is being made can be found [here](#).

Classroom Parties

We will have three classroom parties during the school year. We will have the Fall party on 10/31, the Winter party on 12/19, and the Friendship Party on 2/12. All adults interested in helping at parties must be cleared volunteers. Further information will be shared as we get closer.

Counseling Services

Our guidance counselor provides a variety of services for students and their families. Services include: classroom guidance lessons, small group counseling, brief individual counseling, and family support (parent education, crisis assistance, and other resources). In addition, our counselor oversees our state assessment program and accepts student referrals for academic and behavior intervention planning. If you or your child or children need assistance, please contact your elementary school's main office.

Educational Support Counselor Services: Gina Rocchio-Gymer is Keysor's Educational Support Counselor (ESC). Our ESC supports our elementary school Counseling team. The ESC's role is to assist the school counselor in providing emotional and behavioral support to students. The ESC is a Licensed Professional Counselor provided through a partnership between the Kirkwood School District and the BJC Behavioral Health Services. Services include anger

management training, social skills education, small group facilitation, one-on-one therapeutic support, resource referral, home-based services, and case management. ESC services are designed to be short-term support interventions; however, if ongoing 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 regularly. The administration will be notified of all referrals made to the ESC program.

School Social Worker: Katherine Ingersoll, Keysor's social worker, is a trained mental health professional who works within the school setting to strengthen the social and emotional well-being of all students 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.

Dismissal Procedures

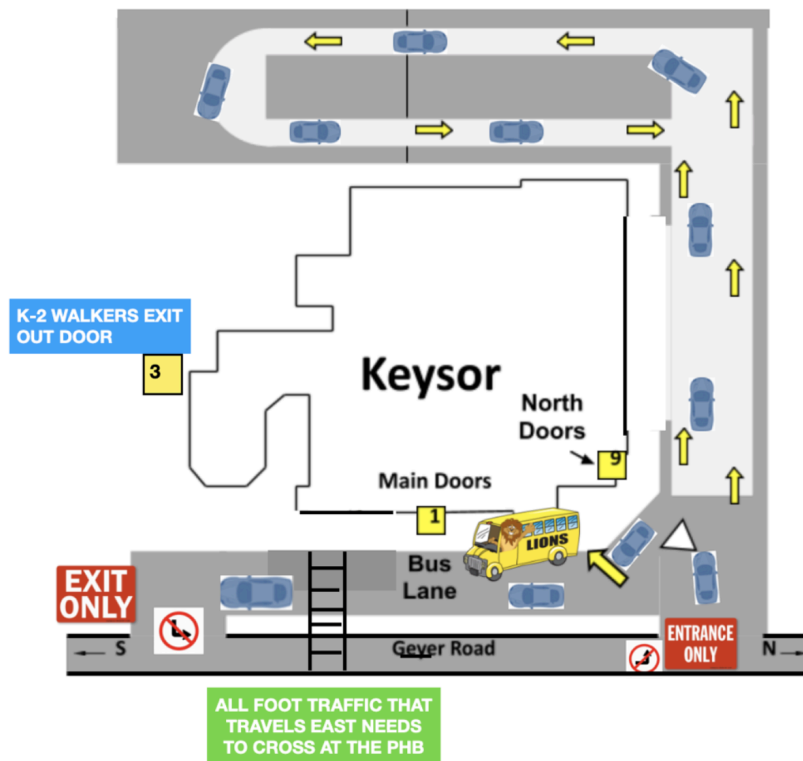
Please indicate how your student(s) will dismiss from school each day [here](#). We will use this information to ensure your child is dismissed correctly, so **it is essential that your family adhere to the submitted schedule to the best of your ability.**

If there is ever a change in dismissal plans, please call the main office at 314-213-6120 by 3 pm. If you send an email, be sure to include both Mrs. Eschenroeder AND Mrs. Metcalf, not just your student's classroom teacher.

YOU MUST COMPLETE ONE FORM FOR EACH OF YOUR ELEMENTARY CHILDREN.

Car Rider Pick Up:

- At Meet the Teacher night, you need to grab a car rider sign to hang from your rearview mirror. The back has directions on how to fill out the sign. **This sign must be displayed in the car that is picking up, so please get as many as necessary!**
- **Cars may NOT turn left into the lot during school hours.**
- When you arrive, please pull around the back of the building. A staff member will put your child's name on our list, and they will come down to the pickup door (Door 8).
- **ADULTS DO NOT GET OUT OF THE VEHICLE.**
- You will follow the lane around until your child is released & loaded into the car.
- Once your child is secured in the vehicle, pull your car rider tag down.
- A staff member will direct your row to pull forward and exit the lot. Do not switch lanes once your child is in your vehicle, unless instructed to do so by staff.
- **Cars may NOT turn left out of the lot during school hours.**
- **Please do not pick up on West Jewel.**



Walkers & Bike Riders:

- Walkers and Bike Riders will be dismissed at the dismissal bell.
- All K-2 walkers, bikers, and anyone meeting an adult or older sibling should use door 3 to exit and meet.

Bus Riders:

- Bus riders will be dismissed by grade level.
- **Please note that only bus riders are permitted to ride the bus—meaning non-bus riders may not ride the bus home with a friend.**

Dropping off Lunches and Other Student Items

If you need to drop something off for your child (such as lunch or a jacket), please ring the front bell. We will admit you to the front office to drop off any materials your child may need.

Family Communication

Frequent communication with our families is very important to us. You will receive communication in several forms this school year:

- Individual Emails/Phone Calls: You are always welcome to reach out to your child's teacher with questions or concerns. We ask for your patience and allow 24 hours for a response.
- Conferences: We will have two conferences this school year. Intake Conference will take place on September 9 and 11. Winter Conferences will take place on January 13 and 15.
- Updates from Your Child's Teacher: Each grade level teacher will share a weekly newsletter with you via Schoology.
- School-Wide Newsletter/Update: Each Sunday, you will receive a Keysor Family newsletter via email and text at 5 pm. This contains very important school, PTO, and district information. Please find time to read it each week and reach out with any questions!

Field Trips

Students will have opportunities to attend field trips that support the curriculum during the school year. Grade levels will be allowed to take field trips during the school year (following safety guidelines). KSD uses a universal Field Trip Permission form that is included in the annual update or application for new students. This form grants permission for all field trips occurring during the school year. Because this is a single sign-off, you will always be notified before taking the trip(s) via letter/email that includes details and reminders about the opportunity to opt out of the field trip.

The annual field trip permission form must be returned to the classroom teacher before attending all field trips. A student will not be allowed to participate in the field trip activity if the form has not been signed and returned by a parent/guardian.

General Visitor Check-In/Check-Out Procedures

While visitors are not invited inside on the 1st day of school, visitors are welcome inside the school building for other scheduled events and classroom visits.

All visitors must check in at the office (or Door 9, if an accessible entrance is required) and have their ID scanned through our visitor management system, Raptor.

While visitors will not be allowed to visit during lunch unless it is a designated school event, visitors can eat with their student at one of our outdoor picnic tables or a table in the office.

Medication Administration/Drop Off Procedures

If your child will be taking medication at school during school hours, they will need a [medication permission form](#) filled out. A medication form will also be required for over-the-counter medicines. All medication must be in its original bottle, container, or box, clearly labeled with the student's name. (This also includes inhalers, which need to be in the original box.) Check expiration dates so no medication expires. If you can get one that does not expire at the end of the school year, that would be helpful, so you don't need to replace it halfway through the year..

Health Plans: If your child has any medical issues (Asthma, Diabetes, Food Allergies, Seizures) or any medical issues that may require additional support, please have your doctor write an action plan.

My School Bucks

The Kirkwood School District expanded the use of [My School Bucks](#), which was previously used for online lunch payments, to include iPad insurance fees, activity fees, and other related expenses.

If you currently have a My School Bucks account, you can log in and access the school store at the top of the page.

If you don't have a My School Bucks account, you can create one for free. You will need each student's identification number to create accounts.

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

Nurse Kari

Our fabulous school nurse, Kari Kopp, is Keysor's go-to person for health issues. Please contact her with any medical information concerning your child at 314-213-6100, ext. 2030.



Kirkwood School District
Engaged, Empowered and Ready for Success

Free and Reduced Meals just got easier!

-  **Convenient**
Applying online allows your school to process applications faster than ever before.
-  **Secure**
Your information is protected using the highest security standards in the industry.
-  **Worry-Free**
MySchoolApps walks you through the entire application process, ensuring it's complete and ready to submit.

MY SCHOOL Apps



Outdoors

Keysor is very fortunate to have a beautiful outdoor area that affords ample opportunities for classes to learn and break outside throughout the day. We will get students outside as much as possible, even when the weather starts to turn slightly. Please send in appropriate clothing and consider layers so your student can work comfortably outside.

Pets

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

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

Protection Plans for Student Devices

This year, we've updated the process for paying for the student device protection plan through MySchoolBucks. On the first Monday in August, families will receive an invoice email directly from communications@MySchoolBucks.com. If you wish to opt out of the protection plan, you can either complete the opt-out form included in the email or simply disregard the weekly invoice reminders.

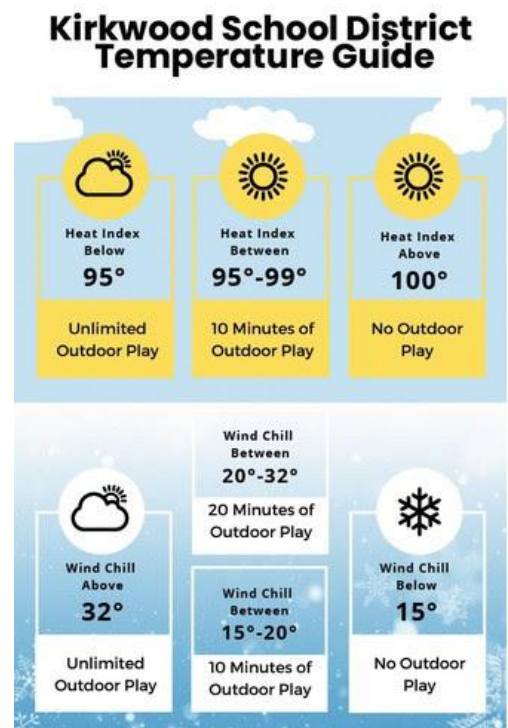
Recess Temperatures

Students will have a 20-minute recess each day. When the weather does not permit outdoor recess, indoor recess will be held and supervised by support staff. We use the temperature guidelines below to determine whether recess will be outdoors.

School Meals - Breakfast and Lunch

Please complete an application to determine if your family qualifies for free or reduced meal benefits. Applications can be found [HERE](#).

The Kirkwood School District's Food Service Operation is designed to be financially self-sustaining and to achieve break-even status. The District's goal is to ensure that all students have access to reasonably priced, quality, safe, nutritious, tasty, and balanced meals that meet or exceed the USDA guidelines.



Meal Prices for the 2025-2026 School Year: The student breakfast price is \$2.70, the Elementary Lunch Price is \$3.55, and Milk only is \$0.70.

Students can purchase lunch and milk at school, buy milk only, or bring their lunch and drink from home. **Students may not share food.** Please review all the Chartwells information [here](#).

- **Snack:** Students may bring a snack to school daily. Your child's homeroom teacher will communicate if snacks will need to be nut-free based on classroom need. Please consider donating additional snacks to your child's class.
- **Breakfast:** Breakfast will be eaten in the classroom. Upon arriving at school, students who are eating breakfast will report to the cafeteria to pick up their breakfast and bring it back to the classroom to eat.
- **Lunch:** All classes eat in the cafeteria. Students can buy lunch and milk at school, buy milk only, or bring a lunch and a drink from home.

Click [Breakfast and Lunch Menu](#) to view the weekly meal options.

School Hours

8:25 am* Students may enter the building

8:40 am Instruction begins/ Tardy bell

3:40 pm Dismissal begins

*Do not drop your child off earlier than 8:25 am.

Schoology

KSD uses Schoology (skoo-luh-jee) as our learning management system, allowing our K-12 students, teachers, and families to connect using a secure platform. Keysor also uses Schoology as a go-to source for communicating information and updates. As a parent or guardian, you'll be able to communicate directly with teachers in Schoology, view and use resources, receive notifications, and join groups to get/share information. Please watch for personalized information about connecting to your child's account soon.

Signing Students In When They Are Late

If your student arrives at school after 8:40 a.m., they will be marked tardy. If your student arrives between 8:40 a.m. and 9:00 a.m., they must sign in at the office. After 9:00 a.m., please come into the office to sign them in.

Signing Students Out During School Hours (Student Check Out)

If you need to sign your child out of school during the school day, call the office at 314-213-6120 and let us know you are on your way. We will contact your child to come to the

office to wait for you. When you arrive, ring the bell, and the office staff will buzz you into the office to sign your child out. Please inform anyone signing your child out that they will need to be prepared to show identification.

Please call the front office before 3:15 pm with any dismissal changes. This allows us to ensure that students receive the message on time. Additionally, please do not email last-minute changes as teachers may not have time to check their email before dismissal.

We ask that all early dismissals be completed by 3:20 pm. This allows us to keep our front entrance clear so that buses can safely arrive.

Specials Classes

Music, Physical Education (PE), Art, and Library are special area classes that each class visits. Grade levels will be on different specials rotations based on the number of classes per grade level. You will receive a specials schedule for your child's class at the beginning of the school year. To stay up to date on specials events and activities, please join the Specials Schoology page using the access code: QH6JN-STR26.

Technology Agreement & Device Protection Plan

Keysor students (K-5) will regularly use 1:1 iPads to enhance their learning experience and support communication. As such, K-5 families are asked to annually review and sign off on our KSD Technology Agreement, which includes information about digital citizenship, appropriate use of technology, and device protection plans. Please watch for our technology agreement form in next week's Update.

KSD has updated the process for paying for student device protection plans through MySchoolBucks. Families will receive an invoice email on August 4, directly from communications@MySchoolBucks.com. If you wish to opt out of the protection plan, you can either complete the opt-out form included in the email or simply disregard the weekly invoice reminders.

Valuables/Toys from Home

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

Volunteer Information

To ensure compliance with Missouri state law, the Kirkwood School District has an updated volunteer screening process. Answers to many questions and the application can be found by viewing the [Volunteer Section](#) of the district's website. You must complete all steps in the process, including the application, Family Care Registry, and fingerprinting, before you can be cleared to volunteer in KSD schools.

You must be an approved volunteer to do the following:

- Be a chaperone on field trips
- Volunteer during classroom parties
- Help with school events, including Field Day, parties, assisting in the library, etc.

What to Bring Every Day

In addition to backpacks and learning materials, students should bring the following daily:

- Water bottle & Snack: Students can eat a snack and get water throughout the day as needed.
- Jacket: Temperatures in classrooms fluctuate, and cold months are coming soon. We plan to get outside as much as possible!
- Tennis shoes: Make sure your student has shoes that are appropriate for gym and recess.

Who to Contact

Classroom Teacher

- Academic progress and support
- Social and emotional learning progress and support
- Peer Relationships
- School and grade level events
- Individualized Education Plans (IEP)

Secretaries

- Registration and records
- Absences
- Dismissal changes
- General school questions
- Volunteer process
- Late/missing bus

Nurse

- Medications
- Health Plans
- Illnesses and injuries

Counselors

- Academic support
- SEL support
- Bullying
- Family resources
- Special School District (SSD) referrals/504 plans

Social Worker

- Free/reduced price lunch application
- Family resources





Principals ([Dr. Alyssa Taylor](#), Principal; [Dr. Daniel Hecht](#), Assistant Principal)

- Concerns not resolved by the classroom teacher
- Behavior concerns on the bus (Assistant Principal)
- Bullying
- School Concerns
- Staff Concerns

Keysor Safety Guide

Emergency Drills at Keysor

The safety of our students is always a top priority. Throughout the school year, we will conduct a series of emergency drills to help students and staff know what to do in different situations. These include fire drills, severe weather drills, earthquake drills, and intruder/lockdown drills. All drills are practiced in a calm, age-appropriate way to ensure students feel safe and prepared—not scared. If you have any questions about our safety procedures, please don't hesitate to reach out.

Type of Drill	Purpose of Drill	Frequency of Drill
Fire 	The purpose of these drills is to learn how to evacuate the building safely in the event of a fire.	Monthly
Tornado/ Severe Weather 	The purpose of these drills is to practice moving students to a safe location within the building in case of severe weather or a tornado.	2 times a year/Once per semester. Statewide drill in March
Earthquake 	The purpose of these drills is to learn how to drop, cover, and hold during an earthquake.	2 times a year/Once per semester. Great Shakeout in October.
Intruder/ Active Threat Lockdown  Lockout	<p>The purpose of these drills is to secure the interior portions of the school building and grounds during incidents that pose an immediate threat of violence inside or around the school.</p> <p>We use the intruder drill when unwanted individuals are inside or outside the building, attempting to gain entry. All entrances to the school are secured. Staff and students may decide to lock themselves in a safe area or leave the building, depending on the location of the unwanted guest.</p>	4 times a year/Once per quarter. Law enforcement must be present for at least one drill.



A lockdown is the protocol used to secure individual rooms and keep students quiet and in place.

A lockout is the protocol used to safeguard students and staff within the building.

What is ALICE?

ALICE is a nationally recognized safety program that helps prepare schools to respond to potential emergencies.

ALICE is not about promoting fear—it's about empowering staff and students with options so they can respond in the safest way possible during an emergency. Age-appropriate conversations and drills are conducted to help students feel prepared, not scared.

ALICE stands for:

- Alert – Be aware of the danger and communicate clearly.
- Lockdown – Secure yourself in a safe area if evacuation isn't possible.
- Inform – Share real-time information with others, including 911.
- Counter – As a last resort, take actions to distract or disrupt the intruder.
- Evacuate – Safely leave the building if possible.

Mass Emergency Dismissal Procedures

If an emergency were to occur that would lead to a large number of parents, guardians, and emergency contacts coming to check out students, Keysor will resort to one of these TWO options. Outlined below are the procedures for both options.

#1. Check Out from School:

1. The principal will work with Kirkwood's Community Relations and Development department (Communications Team) to notify families about the change in dismissal. Families will receive an email and/or text from Keysor.
2. Adults picking up students from inside the building must enter through the main (center) entrance.
3. Adults checking out students must have a **photo ID** and be a **guardian of the student or a guardian-approved emergency pick-up person**. The students' approved pick-up persons are noted on the census forms. Adults must sign out their student from the main office/check-out station.
4. Should we have to dismiss students from the blacktop, families will be directed there. Keysor staff will bring students to their families.

#2. Check Out from Off-Campus Safe Location:

In the event we need to evacuate the campus, staff members and students will walk to a safe location. When it is safe, students and staff will then be directed/transported by First Responders to the reunification point. This is where families will meet their student.

1. The principal will work with Kirkwood's Community Relations and Development department (Communications Team) to notify families about the change in dismissal. Families will receive an email and/or text from Keysor. Parents will be instructed to pick up their children from the reunification point. The location of the reunification point will be included in the email. ***For safety and security, we do not share this information ahead of time.***
2. Adults checking out students must have a **photo ID** and be a **guardian of the student or a guardian-approved emergency pick-up person**. Adults must sign out their students.
3. Parents/pick-up persons should remain by the check-out station. The Kirkwood School District will reunite you with your student.

Eloped/Missing Student Protocol - On Campus

The following protocol will be used if a student has eloped within the building.

Definition: Elopement: Student leaves the assigned supervised area (e.g., classroom, cafeteria, gym, or designated area within the building without permission or supervision.

Action Steps

1. If a student attempts to elope, staff will use verbal de-escalation strategies.
 - a. Use calm, non-threatening language.
 - b. Redirect the student back to the assigned area.
 - c. Avoid chasing the student.
2. If the student elopes from the assigned area:
 - a. Staff will immediately call the office.
 - b. Secretaries will notify building principals, counseling team, and SSD staff (if necessary).
 - c. Secretaries will call the SRO if necessary.
3. Responding staff (administrators, counseling team, secretary, SSD staff) will:
 - a. Begin search based on known student patterns and information provided by the staff initiating the call.
 - b. Principal will make an "all call" for the student to report to the office.
 - c. If student is found, staff will:
 - i. Secure doors and block exit routes without physical contact.

- ii. Use verbal-escalation strategies.
- iii. Use CPI-approved holds if trained and **only** when absolutely necessary.
- iv. Upon safe return of the student:
 - 1. The counseling team will assess the student's mental and emotional status and provide support as needed.
 - 2. The principal (or designee) will notify the parents and document elopement.
- d. If the student is not found within 5 minutes:
 - i. Follow the Elopel/Missing Student Off-Campus Protocol.

Eloped/Missing Student Protocol - Off Campus

The following protocol will be used if a student has eloped off campus.

Definition:

- Elope/Runaway: Student leaves the school building or school grounds without permission during school hours or Adventure Club.
- Abduction: Student is taken by a stranger or family member.
- Non-Arrival at School: Student does not arrive at school as expected.
- Non-Arrival Home: Student does not return home after school as expected.

Action Steps

1. If a student is missing, and or abduction is suspected, staff will initiate heightened security.
2. Staff will notify the appropriate school and district personnel following the guidance below.
 - a. Staff will notify the secretaries and building principals.
 - b. Secretaries will notify building principals.
 - c. The building principal will place the school on "lockout," and staff will take a headcount of all students. The building will stay on "lockout" until the student is located, and the SRO, Director of Safety and Security, district administrators, and the Chief Communication Officer will be notified. The principal will meet/assist law enforcement as necessary.
 - d. The building assistant principal will notify the counselors, social worker, and Behavior Support TA and immediately begin searching the school and nearby areas (e.g., playground, parking lot, common gathering areas) using a team approach to cover locations efficiently.
 - e. If the student is not found, extend the search to nearby community spots the student might frequent.
3. If the student is not found within 10 minutes, the building principal will direct the secretaries to call 9-1-1.

- a. The secretary will remain on the phone with 9-1-1 to provide information as needed.
 - b. The building principal (or designee) will notify parents immediately after calling 9-1-1.
4. The secretary (whoever is not on the phone with 9-1-1) will take notes. Notes should include the following: description of the student, last known location, etc.
5. Upon safe return of the student:
 - a. The nurse will complete an assessment of the student's physical health and provide support as needed.
 - b. The counselor or social worker will assess the student's mental and emotional status and provide support as needed.
 - c. The counselor team will support staff and friends of the missing student.
 - d. The principal (or designee) will notify the parents and schedule a meeting to develop a plan for the student.

Accounting for All Students Procedures

Students check out/in during school hours:

1. Students arriving at the school Tardy will be given a "Welcome Pass" and sent to class. Students are considered tardy when they arrive between 8:40 am and 9:00 am.
2. When a student is checked in after 9:00 am, the office staff will call the classroom teacher and inform them of the student's late arrival. This communication will take place from adult to adult and will not be relayed through a student if they answer the classroom phone.
3. When a student is checked out of school early, the office staff will call the classroom teacher and communicate which student is leaving early. This communication will take place from adult to adult and will not be relayed through a student if they answer the classroom phone.

Attendance reports: An attendance report will be sent to all Keysor staff by 10 am, following absence verification by the office staff..

Students moving in/out of spaces:

1. Be mindful of students moving in and out of spaces.
2. Students must check out with the classroom teacher before going to other areas in the building (restroom, intervention, counselors, etc.)
3. Students must check out with the adult they are working with before returning to their classroom.
4. If a student is at risk for elopement, they must be escorted to and from class by an adult.

5. Specialized groups such as Lunch Bunch, Affinity Groups, etc., will be escorted back to their classrooms after meetings.
6. Classroom headcounts will occur when students are moving between spaces, both inside and outside the building (this includes Specials).

Unaccounted students:

1. If there is reason to believe a student is unaccounted for, staff should alert the office immediately.
2. Follow the Eloped/Missing Student Protocol.

Dysregulated students:

1. If a student is dysregulated or in need of adult support, please call the office.
2. Secretaries will alert building administration, the counseling team, and/or SSD staff. A member of the response team will provide support to the student.
3. If a student is dysregulated, they must be with an adult (or within eyesight of an adult) at all times.

Accounting for Students before and after Lunch/Recess Procedures

Zoned Playground Supervision of all Students:

1. All staff who supervise students during outdoor recess (including grade-level teachers who take students outside for an extra recess) supervise students in separate zones.
2. If a staff member is the only person outside with their class, they should limit the area that students can access to one Zone and monitor areas where students are playing.
3. The four zones are:
 - Zone 1 - Blue Playground area, shade structures, and picnic tables
 - Zone 2 - Blacktop
 - Zone 3 - Green Playground and Project IDEA areas
 - Zone 4 - Field and Gardens

If the grade level has recess first...

1. **Beginning:** Grade-level teachers will take a headcount of their class before dismissing students to the playground. If a student is missing, the teacher should call the office. The office will follow the protocol for missing students.
2. **Middle - Bringers:** If there is an unclaimed lunch box at the end of recess, the recess supervisor should contact the office and let them know that a student is missing. The office will follow the protocol for missing students.
3. **Middle - Buyers:** If a student who has ordered lunch does not come through the line to get their lunch (and their name is not highlighted or checked off), the lunch supervisor should contact the office. The office will follow the protocol for missing students.

4. **End:** Grade-level teachers will take a headcount of their class before exiting the cafeteria. If a student is missing, the teacher should call the office. The office will follow the protocol for missing students.

If the grade level has lunch first...

1. **Beginning:** Grade-level teachers will take a headcount of their class upon entering the cafeteria. If a student is missing, the teacher should call the office. The office will follow the protocol for missing students. If a student who has ordered lunch does not come through the line to get their lunch (and their name is not highlighted or checked off), the lunch supervisor should contact the office. The office will follow the protocol for missing students.
2. **Middle - All Students:** Lunch supervisors will take attendance for each class before recess. If a student is not present, the lunch supervisor should contact the office and let them know that a student is missing. The office will follow the protocol for missing students.
3. **End - Bringers:** Grade-level teachers will take a headcount of their class before entering the building. If a student is missing, the teacher should call the office. The office will follow the protocol for missing students.

Recess Equipment and Safety Procedures Training

1. Recess equipment use and safety will be reviewed with all students at the beginning of the school year.
2. Students will receive reminders at recess about staying on campus and off fences.
3. The staff member completing the training will complete a form acknowledging that the training was conducted. A copy of the completed form must be sent to the Student Services Office.
4. Recess supervisors will continually monitor students on the playground and redirect students as needed.