# Kirkwood School District

***Our Mission***

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

***Our Vision***

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

**TILLMAN Elementary School**



**2020-21**

**Family Handbook**

2 3 0 Quan Avenue – Phone: 314.213.6150

Kirkwood MO 63122 – Fax: 314.213.6175

[Tillman Website](https://www.kirkwoodschools.org/Domain/16)

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**Tillman Mission**

We are empowered to be active learners, creative problem solvers, and compassionate leaders who demonstrate character and contribute to a global society.

**Tillman Vision**

**We will succeed when our teachers:**

Meet students where they are

Set and accomplish goals

Share students

Are open-minded and willing to grow

Believe all students can learn

**We will succeed when our kids are:**

Inclusive

Empathetic

Advocates for themselves and others

Courageous

Demonstrating integrity

Life-long learners

Problem solvers

Advocates for social justice

Setting and accomplishing goals

**T.E.A.M. Tillman Agreements**

**Respec**t - We are honest and kind to each other.

**Responsibility** - We take care of ourselves, others and our school.

**Cooperation** - We work together as a team.

**Perseverance** - We put forth effort even when things are tough.

**Integrity** - We do what is right even when no one is looking.

*The entire staff will work throughout the year to help students understand and honor these agreements. We will recognize students' successes as they demonstrate these positive qualities at school.*



Tillman Elementary

Dr. Maria Stobbe, Principal

Dr. Adam Crnko, Assistant Principal

**Tillman Welcome!**

August 2020

Dear Tillman Families:

It is my pleasure to welcome you to the 2020-21 school year! Whether you are new to Tillman or returning for another year, we welcome you and are glad that you are a part of the Tillman family. This is definitely going to be an exciting year! Our staff has been busy this summer, learning and planning with their teams in order to ensure your children have the best possible school year. We believe that education is about helping our students grow in their creativity, critical thinking, and problem-solving skills, as well as empathy and service to others.

We are the Tillman Trailblazers, which are junior pioneers. We see our students and families as valuable partners in blazing new trails of learning, friendship, and improvement for Tillman. This means we are constantly building relationships of mutual respect among all members of the learning community. We truly value partnering with our families and want you each actively involved in the education of your child in whatever way works best for you.

The purpose of this handbook is to provide the Tillman learning community an overview of the policies and practices designed to foster a safe, caring, and organized environment that will enable all children to reach their potential intellectually, socially, emotionally, and physically. Please read the handbook, as it is a great resource of important information about our school, programs, policies, activities, and procedures.

I truly value your input, so please let me know if you have questions, thoughts, or ideas. I look forward to working together as partners to best meet the needs of all Tillman Trailblazers.

Warmly,

Dr. Maria Stobbe, Principal

Tillman Elementary School

[Maria.Stobbe@kirkwoodschools.org](mailto:Maria.Stobbe@kirkwoodschools.org)

Celebrating 150 Years of Excellence in Education

230 Quan Ave. - Kirkwood MO 63122 - Phone: 314.213.6150 - Fax: 314.213.6175 - www.kirkwoodschools.org

**NEW FOR 2020-21**

[**www.Kirkwoodschools.org/back2school**](http://www.Kirkwoodschools.org/back2school)

**Please visit the link above or click on a specific topic below to learn more about our 2020-21 school year.**

[**Attention to Social-Emotional Wellness**](https://www.kirkwoodschools.org/Page/9475)

[**All Students Online Learning**](https://www.kirkwoodschools.org/Page/9477)

[**Schoology – Kirkwood’s LMS**](https://www.kirkwoodschools.org/Page/9478)

[**Resources**](https://www.kirkwoodschools.org/Page/9479)

[**Supporting Students with Special Needs**](https://www.kirkwoodschools.org/Page/9480)

[**REACH – SOAR – Gifted**](https://www.kirkwoodschools.org/Page/9481)

[**COVID Announcements**](https://www.kirkwoodschools.org/Page/9482)

[**Planning for Positive Cases – Decision Tree and Communication**](https://www.kirkwoodschools.org/Page/9483)

[**Health and Safety Measures**](https://www.kirkwoodschools.org/Page/9484)

[**Board of Education Meeting Regarding Back to School**](https://www.kirkwoodschools.org/Page/9486)

[**KSD Family Webinars**](https://www.kirkwoodschools.org/Page/9488)

[**Athletics & Activities**](https://www.kirkwoodschools.org/Page/9489)

[**Additional Information and Frequently Asked Questions**](https://www.kirkwoodschools.org/Page/9490)

[**How Can Families Help?**](https://www.kirkwoodschools.org/Page/9491)

[**Health Advisory Group**](https://www.kirkwoodschools.org/Page/9492)

**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, 11289 Manchester Road**

**Superintendent:**

Dr. David Ulrich 314.213.6100 extension 7 8 0 1

**Assistant Superintendent Data, Intervention, and Supports:**

Dr. Matthew Bailey 314.213.6100 extension 7 8 1 9

**Assistant Superintendent Curriculum & Instruction:**

Dr. Bryan Painter 314.213.6100 extension 7 8 1 1

**Assistant Superintendent Human Resources**

Dr. Howard Fields 314.213.6100 extension 7 8 0 4

**Chief Financial Officer:**

Mike Romay 314.213.6100 extension 7 8 2 5

**Chief Communications Officer:**

Ginger Cayce 314.213.6100 extension 7 8 5 1

**Executive Director Equity, Wellness & Inclusion:**

Dr. Shonda Ambers-Phillips 314.213.6100 extension 7 8 1 3

**Director Instruction & Professional Learning:**

Liz Grana 314.213.6100 extension 7 8 2 3

# **Tillman Primary Contacts**

**Principal:** Maria Stobbe 314.213.6100 extension 5 3 0 0

[maria.stobbe@kirkwoodschools.org](mailto:maria.stobbe@kirkwoodschools.org)

**Assistant Principal:** Adam Crnko 314.213.6100 extension 5 3 0 2

[adam.crnko@kirkwoodschools.org](mailto:adam.crnko@kirkwoodschools.org)

**School Secretary II:** Kate Austin 314.213.6100 extension 5 3 0 1

[kate.austin@kirkwoodschools.org](mailto:kate.austin@kirkwoodschools.org)

**School Secretary I:** Amanda Campbell 314.213.6100 extension 5 3 0 3

[amanda.campbell@kirkwoodschools.org](mailto:amanda.campbell@kirkwoodschools.org)

**School Secretary I:** Claire Mitchener 314.213.6100 extension 5 3 0 3

[claire.mitchener@kirkwoodschools.org](http://claire.mitchener@kirkwoodschools.org)

**Counselor:** Amber Sidwell 314.213.6100 extension 5 0 4 1

[amber.sidwell@kirkwoodschools.org](mailto:amber.sidwell@kirkwoodschools.org)

**Educational Support Counselor:**

Jessica. Pietroburgo 314.213.6100 extension 5 0 7 0

**Clinic:** Erika Ricci 314.213.6100 extension 5 0 3 0

**Café:** Lorie Lynom 314.213.6100 extension 5 3 5 0

**First Student Transit:** Local bus service 314.965.6130

**VICC Transportation Office:** 314.721.8657

**Missouri Central:** VTS bus service 314.535.7525

**Adventure Club:** 314.213.6100 extension 4 3 5 1

**PTO OFFICERS 2020-21**

**Co-Presidents:**

Kelly Struckhoff – Phone: 314.757.1257 Laura Eads – Phone: 812.369-8084

C**o-Vice-Presidents:**

Sarah Carroll – Phone: 615.275.7084 Emma Seevers – Phone: 314.471.8158

**Secretary:**

Tracy Klebe – Phone: 314.479.8358

**Co-Treasurers:**

Rani Grady – Phone: 720.357.6560 Steven Curtis – Phone: 314.503-1313 Trish Rothgangel – Phone: 314.406.8289

*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 Mr. Matthew Bailey Assistant Superintendent Data,* *Intervention & Supports, at 314.213.6106. For employee issues, contact Dr. Howard Fields, Assistant Superintendent of Human Resources, by calling 314.213.6103.*

**Tillman Staff 2020-2021**

**ALL TEACHERS’ AND STAFF MEMBERS’ EMAILS AND PHONE NUMBERS ARE LOCATED ONLINE AT**

[**http://www.kirkwoodschools.org/directory**](http://www.kirkwoodschools.org/directory)

**KIRKWOOD SCHOOL DISTRICT**

**2020 – 2021 SCHOOL CALENDAR**

**Beginning with 2020-21 Calendar**

**Middle school days extended by 5 minutes**

**High school days extended by 7 minutes**

**Elementary: 8:40 a.m. to 3:45 p.m.**

**Middle School: 8:00 a.m. to 3:00 p.m.**

**High School 7:45 a.m. to 2:42 p.m.**

August 10 – 14 New Teacher Workshop

August 17, 19, 20 Teacher Work Days

August 18 District Opening Day Workshop

August 24 First Day of School for Middle and High School Students

August 24, 25 Elementary Teacher Work Days

August 26 First Day of School for Elementary Students

**September 7 Labor Day Holiday – DISTRICT CLOSED**

September 25 Staff Development Day – Early Dismissal

October 16 End of First Quarter

October 19 Parent-Teacher Conferences – No School for Students

October 20 Records Day – No School for Students

November 3 Election Day – No School for Students

November 13 Staff Development Day – Early Dismissal

November 25 No School for Students

**November 26 – 27 Thanksgiving Recess – DISTRICT CLOSED**

December 22 End of First Semester

**December 23 – January 4 Winter Recess – DISTRICT CLOSED**

January 5 Records Day – No School for Students

January 6 School Resumes

January 15 Staff Development Day – Early Dismissal

**January 18 Martin Luther King Day – DISTRICT CLOSED**

February 12 Staff Development Day – No School for Students

**February 15 Presidents Day – DISTRICT CLOSED**

March 12 End of Third Quarter

**March 22 – 26 Spring Recess – DISTRICT CLOSED**

March 29 No School for Students

March 30 School Resumes

April 6 School Board Election

April 15 Staff Development Day – No School for Students

April 16 Parent-Teacher Conferences – No School for Students

May 7 Staff Development Day – Early Dismissal

May 27 Last Day of School for Students – Early Dismissal

May 28 Teacher Work Day

**May 31 Memorial Day – DISTRICT CLOSED**

*Calendar dates are subject to change. Please check your school’s web site for specific calendar information.*

*Schools may conduct conferences on additional days and or during evening hours*

**Tillman Daily**

**Schedule 2020-21**

Teachers begin their day 8:15 a.m.

Buses unload & car riders begin to arrive 8:25 a.m.

Learning begins for the school day 8:40 a.m.

Learning ends for the school day 3:45 p.m.

Parent pick-ups & walkers dismissed 3:35 p.m.

Teachers end their day 3:55 p.m.

***Note:*** *Half-day early dismissal day end time 11:35 p.m.*

**EARLY DISMISSAL - STAFF DEVELOPMENT DAYS**

There will be four staff development days resulting in early dismissal. School will dismiss at 11:25 a.m. on these days and lunch will not be served. The dates are September 25, November 13, January 15, and May 7.

Two all-day staff development days are scheduled when there will be no school for students. The dates are February 12 and April 15.

**NEW – 1st Quarter 2020-21**

**Daily Online Learning Schedule**

***Please visit*** [***Kirkwood Back2School***](http://www.kirkwoodschools.org/back2school) ***to view our online schedule for the first quarter of the 2020-21 school year. When in-person learning resumes, the schedules listed in this handbook will be used.***

**Tillman Recess & Lunch**

**Schedule 2020-21**

**Grade K:** Lunch: 11:40 a.m. to 12:05 p.m. -- Recess: 12:05 p.m. to 12:30 p.m.

**Grade 1:** Lunch: 12:30 p.m. to 12:55 p.m. - Recess: 12:55 p.m. to 1:20 p.m.

**Grade 2:** Recess: 11:15 a.m. to 11:40 a.m. -- Lunch: 11:40 am. to 12:05 p.m.

**Grade 3:** Lunch: 12:05 p.m. to 12:30 p.m. -- Recess: 12:30 p.m. to 12:55 p.m.

**Grade 4:** Lunch: 12:55 p.m. to 1:20 p.m. - Recess: 1:20 p.m. to 1:45 p.m.

**Grade 5:** Recess: 11:40 a.m. to 12:05 p.m. - Lunch: 12:05 p.m. to 12:30 p.m.

**The ABCs of Tillman**

**SECTION A**

**ADVENTURE CLUB – BEFORE- AND AFTER-SCHOOL CHILDCARE**

Tillman and the Kirkwood School District are pleased to offer a high quality before- and after-care program for our students. The program is available from 7:00 a.m. until the start of the school day and again after school until 6:00 p.m.

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

**ART**

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

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

**ATTENDANCE**

**Absences and Tardiness:**

Student attendance is essential. We are required to report all absences, including excused absences. To report an absence, please call the school office at 314.213.6150 by 9:00 a.m. In order to ensure the safety of students, we will make every effort to contact the family of children who are absent or unaccounted for by 9:30 a.m. ***Please note that when a student arrives after the first bell at 8:40 a.m. a parent or guardian must accompany them to the office to sign the child in before they can be sent to class.***

Attendance is reviewed every quarter. Students who have accumulated absences may receive a letter updating parents as to the number of absences and possible next steps. Tillman staff is dedicated to partnering with you to ensure that your child is at school on a regular basis.

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

**Afternoon Dismissal:**

If you are picking your child up after school, you have two options:

1. **Family Zone:** The green space in the flagpole area in front of Tillman. If driving, park your car in a space or on a side street and walk to meet your child in the area designated for your grade level.
2. **Carpool:** Through the parking lot on the east end of the school around the back of the school. Students going home through carpool will go to the gym at dismissal. Drivers picking up students will not exit their cars. Staff members will dismiss students to each car as it pulls up in back by the doors to the gym. Drivers then follow the arrows on the pavement and exit back through the parking lot. Please note: for safety reasons, no left turns are allowed into or out of the parking lot at arrival and dismissal.

**Individual Early Dismissal:**

Early dismissals are discouraged, as they are an interruption to your child’s learning and the learning of others. If your child needs to be dismissed during the school day for a medical appointment or other reason, please come to the office to sign the student out. We will call the student to the office when you arrive to pick him or her up. Any student being checked out early must be signed out in the office.

**Morning Arrival:**

Students will be allowed to enter the building at 8:30 a.m. Children arriving before 8:25 a.m. will not be supervised unless they are enrolled in the Adventure Club Program.

1. No students are allowed on the playground before school begins.
2. School begins promptly at 8:40 a.m. Students not in their classroom at 8:40 a.m. are counted as tardy.
3. Carpool (see dismissal above) drop offs begin at 8:25 a.m. Once again, drivers do not exit their cars. Staff members greet the students and supervise them in the hallway until the bell rings at 8:30 a.m. Please note: for safety reasons, no left turns are allowed into or out of the parking lot at arrival and dismissal.

**SECTION B**

**BEHAVIORAL EXPECTATIONS AND VOICE LEVEL CHART**

The goal is to change the behavior and not to punish or shame the individual. The approach for modifying the behavior of each student is an individual matter depending on the needs and characteristics of the student. We are most effective when school and home work together to help shape the student's behavior patterns. It's important to note that when discussing discipline issues in relation to your child, administration cannot share confidential information about other students.

Weapons (guns, knives, swords, etc.) may not be brought to school under any circumstances. Students who knowingly bring a weapon to school will be sent home. Physical threats towards students or staff members will also be treated **very seriously**.

During the 2013-2014 school year, we began the [Olweus Anti-Bullying Program](mailto:http://www.violencepreventionworks.org/public/index.page?subject=Anti-Bullying%20Program). The goals of this program are to reduce bullying and to prevent new bullying problems from occurring, as well as help build better relationships among students. This program goes hand-in-hand with our PBIS school-wide expectations – Be Respectful and not use bullying behaviors; Be Responsible and help others who are bullied; Be Cooperative and include others who are left out; Be Safe and tell an adult at school and home if you know someone is being bullied; and put forth your best Effort in all you do. As educators our goal is to help educate the victim, bystanders, and the student exhibiting bullying behavior, so we can teach our kids that the mistreatment of others is not acceptable and will not be tolerated.

**Tillman Voice Level Expectations**

**The Volume Of Your Voice Should Be…**

0 = Independent work time and hallways = SILENT

1 = Conference, bathrooms and library = SOFT WHISPERS

2 = Group work, cafeteria and bus = QUIET VOICE

3 = Whole class, discussions and P.E. = REGULAR VOICE

4 = Outside and Recess = LOUD VOICE

**BICYCLES , SKATEBOARDS, AND WALKING HOME ALONE**

Students may ride bicycles to school at the parent or guardian’s discretion. We ask that the students observe the following:

1. Students **MUST** wear a helmet when riding the bicycle.
2. Students should bring a lock to secure the bicycle to the bike rack.
3. When on school property, students should walk the bicycle due to congestion during arrival and dismissal times.

Skateboards are not allowed on Kirkwood school property at any time.

Students may walk home alone at the parent or guardian’s discretion provided the parent or guardian has communicated this permission to their child’s teacher or the main office.

BUS EXPECTATIONS

Some bus basics include:

1. Only students who live one mile or more away from school or in an area that is designated as a hazardous route qualify for free transportation to and from school.
2. Students who do not qualify for bus transportation are NOT permitted to ride the bus to a friend’s house.
3. Any student who misses the bus should come to the office and a call will be made to the parent to arrange transportation home.
4. Parents of students normally riding the bus must notify the teacher in advance when their child is to be picked up by a parent or other adult. Without advance notice, students will be sent home on the bus.
5. Parents must notify the office in writing if it is necessary for their student to ride a bus other than his or her assigned bus, or if the student is to get off at a different stop. This note must be approved by the office and presented to the bus driver.

Tillman Elementary School supports bus safety and wishes to assist students as they make positive choices before and after school. Time spent in transit is viewed as an extension of the school day and we try to support children and drivers in their safe transportation. In accordance with this belief, students will face logical consequences for inappropriate choices made while riding the bus. Students who make poor choices deserve the opportunity to learn from their mistakes, but it is our responsibility to ensure safe transportation for all students. Students who receive referrals for bus behavior will typically face the following consequences:

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

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

**Please note**: Serious bus behaviors may result in additional consequences at school. For example, if a student is fighting on the bus, a disciplinary action may be prescribed in accordance with the [Elementary Disciplinary Guidelines](https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JG&Sch=431&S=431&C=J&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true) (located under school district policies).

**Kindergarten Riders:**

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

**SECTION C**

**CELL PHONES**

Although we are living in an increasingly digital environment, cell phones can prove to be a distraction at school. Students have access to all the technology they need during the school day via computers, iPads and laptops. Tillman will not be responsible for the loss of personal electronic items.

If your child must bring a cell phone, we will follow these procedures:

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

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

communication to teachers.

**CHANGES IN AFTER-SCHOOL TRANSPORTATION**

Changes in after-school transportation plans are very important! Please notify your child’s teacher with changes in dismissal procedures. If you do not receive an email or text confirmation from the teacher OR if the change happens after 2:30 p.m., please call the office at 314.213.6150 and we will make sure the teacher receives your message.

The earlier in the school day you can relay your changes, the better. Especially during inclement weather, the volume of calls can be very high from 3:00 p.m. to 3:35 p.m. If you cannot reach someone, please stick with your original plan for dismissal.

**CLASSROOM PARTIES**

Contact the PTO representative in charge of room parties for more details on how you can get involved. All celebrations included in the instructional program will be inclusive and pluralistic – all students should be able to feel included and comfortable. Student participation in any program or performance is voluntary. Parents who believe a school activity is in conflict with their religious beliefs should alert the school and a positive alternative will be provided. Younger siblings are welcome to watch the Halloween parade.

1. **A*LWAYS*** check with your child’s teacher first for their classroom routine
2. ***ALWAYS*** check with your child’s teacher or the school nurse for the most current allergy-approved list
3. ***ONLY*** commercially prepared, individually-wrapped treats are acceptable (St. Louis County Health Department recommendation)
4. ***NO*** cookie cakes

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

Home party invitations should not be brought to school unless all classmates are to receive them.

**CLASS PLACEMENTS**

Teachers spend a great deal of time placing students into classes for the following school year. Consideration is given to the student’s academic and interpersonal strengths, concerns, and needs. Should a parent have input regarding placement the following year, please share with your current year classroom teacher.

**COMMUNICATION BETWEEN SCHOOL AND HOME**

**Email Updates:**

A weekly update newsletter is sent from the office after school hours each Wednesday, which includes a note from the principal, PTO information, details on upcoming events, and other important and timely information. You do not need to sign up for this communication as long as we have a current email address. Families preferring a hard copy of this newsletter may receive one by making their child’s classroom teacher aware.

**Wednesday Backpack Mail:**

Important permission slips, flyers, etc., are sent home in backpacks on Wednesdays. Please be sure to check your child’s red home-school folder for important notices.

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 2020-21 school year to improve communication and student learning.

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

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

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

 **Infinite Campus – Student Information System**

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

A close up of a sign

Description automatically generated **My School Bucks – 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.kirkwoodschools.org**](http://www.kirkwoodschools.org)**)**

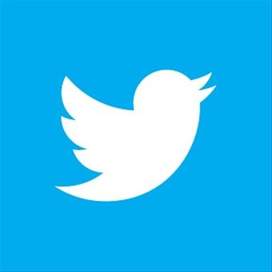
Visit the KSD website for calendars of school and district events, general school and district information, cancellation information, emergency information, student handbooks, family resources, staff contact information, Board policies and protocols, school district boundaries and maps, etc.

 **PeachJar – Flyer Distribution**

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

To ensure smooth delivery of this communication, add school@peachjar.com (or your district’s selected “from email address”) to your email contacts. When you receive your first e-flyer be sure to check “always display images”.

This system is used exclusively for distribution of school-approved flyers. Your email address will not be shared or used for any other purpose. You may also unsubscribe from PeachJar emails. Unsubscribing means you may miss out on important information about school events and opportunities for your child.

  **Social Media – Twitter and Facebook**

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

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

**COPYRIGHT**

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

**Did you know?**

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

**Steps to Take Toward Copyright Compliance**

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

**COUNSELING SERVICES**

Our guidance counselor provides a variety of services for students and their families. Services include: classroom guidance lessons, small group counseling, brief individual counseling, and family support (parent education, crisis assistance, and other resources). In addition, our counselor oversees our state assessment program and accepts student referrals for academic and behavior intervention planning. If you or your child or children need assistance, please contact Tillman’s ESC counselor [Jessica Pietroburgo](mailto:jessica.pietroburgo@kirkwoodschools.org) at 314.213.6100 extension 5 0 7 0

**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, and case management. ESC services are designed to be short-term support interventions; however, if on-going services or additional resources are recommended, you will be contacted.

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

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

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

**School Social Workers:**

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

Specialized services provided by the school social workers include:

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

**CURRICULUM**

The district has a curriculum developed for each academic subject area. Grade level curriculum is

available online at the Kirkwood School District website. In addition to the curriculum prescribed by the district at each grade level, there are many other instructional services and varied activities to enable Tillman students to develop their special talents and interests. In all of our programs, teachers are dedicated to meeting the individual needs of each student.

District and building procedures are in place for selecting all instructional materials. If you have questions about instructional materials, please contact the principal at 314.213.6150.

**SECTION D**

**DISMISSAL DURING STORMS AND TORNADO WARNINGS**

In case of storms or warnings at the time of dismissal, the school day will be extended until conditions are deemed safe for the children to depart. Parents or guardians may come to the office to sign out their children in view of an approaching storm.

**DISTRIBUTION OF NON-CURRICULAR PUBLICATIONS**

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

**DRESS STANDARDS – CLOTHING**

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

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

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

1. Students’ dress and appearance are required to be of such character as to not disrupt nor distract from the instructional procedures of the school day.
2. Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures or writing is prohibited.
3. Dress code expectations and communication of these expectations will be addressed within school handbooks.
4. Class activities that present a concern for student safety may require the student to adjust hair and or clothing during the class period in the interest of maintaining safety standards.
5. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

Expectations are made for religious purposes.

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

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

**SECTION E**

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

Although we are living in an increasingly digital environment, cell phones can prove to be a distraction at school. Students have access to all the technology they need during the school day via computers, iPads and laptops. Tillman will not be responsible for the loss of personal electronic items.

If your child must bring a cell phone, we will follow these procedures:

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

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

communication to teachers.

**SECTION F**

**FIELD TRIPS**

Parents or Guardians will be notified when their student’s class will be going on a field trip. Forms will be sent home to inform parents of the details; included with the information will be a [permission slip](https://mo49000011.schoolwires.net/Page/8814) for the parent or guardian to sign. Permission forms must be returned to the classroom teacher prior to the field trip. A student will not be allowed to participate in the field trip activity if the form has not been signed and returned. In rare situations, we may accept verbal permission over the phone; however, a signed form must be returned the following day. We do request that no siblings attend field trips. Please refer to the “Volunteer” section of this handbook.

**FOOD SERVICE**

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

**Parents and Lunch**

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

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

**Fruits and Vegetables**

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

**Grains and Proteins**

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

**Lower Sodium**

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

**Reduced Fats**

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

**Menus by Age Groups and Nutritional Information**

Grade groups for menu planning are aimed at ensuring students receive age-appropriate portions and nutrients. Calorie requirements are aligned with these grade groups. Menus are available online at <http://kirkwoodschools.nutrislice.com/> The online menu is interactive and allows you to filter out menu items containing the eight most common food allergens and provides nutritional information including carb counts. Download the Nutrislice App to check the menu from your mobile device!

**Meal Price Increase for 2020-21**

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

**2020-2021 School Year Meal Prices:**

Elementary Breakfast: $2.30 Elementary Lunch: $3.00

Secondary Breakfast: $2.30 Secondary Lunch: $3.20

Secondary Tier 1 Lunch: $3.70 Secondary Tier 2 Lunch: $4.20

High School Breakfast: $2.30 High School Lunch: $3.20

High School Tier 1 Lunch: $3.70 High School Tier 2 Lunch: $4.20

Adult Breakfast: $3.05 Adult Lunch: $4.00

Adult Tier 1 Lunch: $4.50 Adult Tier 2 Lunch: $5.00

**Meal Payment Process**

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

1. All lines are cashless (except for the high school). Prepayments are to be placed in the school office or café lock box by **9:00 a.m. Payments received after 9:00 a.m. will be processed on the next day’s business and funds will not be available until the next day.**
2. Checks should be made payable to: **KIRKWOOD SCHOOL DISTRICT** with the school name, student’s name, account number and amount enclosed in a prepayment envelope.
3. Cash should be placed in a prepayment envelope with the student’s name, ID number and amount.
4. Prepayments can be made online**:** [**www.myschoolbucks.com**](http://www.myschoolbucks.com)**,** the site may be accessed through the Kirkwood School District website, <http://.kirkwoodschools.org>. Parents, guardians, and employees are able to add money to student meal accounts online (electronically) through the MySchoolBucks system.
5. We have contracted with Pulaski Bank to handle the electronic transactions. The browser requirements for running this system on your computer are as follows:
6. For PCs: Internet Explorer 6.0 or above or Mozilla Firefox 1.0 or above
7. For Mac’s: Safari version 2.0
8. The online. Payment solution is provided by Pulaski on their secure servers with 128 bit SSL encryption
9. Payments may be made by credit card or debit card.
10. Payments made by 9:00 a.m. should be available for the current day’s use.
11. Prepayment deposits are recommended weekly or monthly to avoid negative account balances.
12. Student negative account balance emails will be sent home weekly to elementary students. **District policy allows no more than five meal charges of $15.25 (elementary), and $16.00 (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.**
13. To prevent fraudulent use of student accounts, a picture of each student will be displayed when their PIN number is entered.
14. Refunds of more than $20.00 are automatically mailed to students graduating or leaving the district. You may contact our office for more information. Remaining balances left in meal accounts at the end of the school year will rollover to the following school year.

**Health and Safety**

Health and safety are of paramount importance. We have a comprehensive Pandemic Management Policy in place to ensure we effectively manage the spread of illnesses such as COVID-19, and we continue to closely monitor guidance provided by the CDC, WHO and other health authorities. We have. put in place a variety of best practice measures, including:

1. Advising all managers to be alert to signs of illness within their teams and reinforce “if you are ill, stay at Home” message
2. Updating on-site signage with hygiene posters and hand-washing policies
3. Retraining teams to refresh knowledge and practices on hand washing and hygiene etiquette
4. Reinforcing cleaning, sanitizing, and disinfecting protocols at all sites
5. Ensuring adequate supplies of sanitizers and disinfectants
6. Reinforcing Food Safety Management System-HACCP standards for food preparation and service
7. Recognizing work and serving areas to allow for social distancing

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

**Free and Reduced Lunch**

Students approved last school year for the free and reduced meal program last school year will remain approved through **Thursday, September 28, 2020.** The parent or guardian of students eligible for free meals through Direct Certification must complete a [new application](https://mo49000011.schoolwires.net/Page/843) if a letter dated July 1, 2020 or later has not been received confirming eligibility.

*If you have not received an eligibility letter for the current school year, you must complete the application to avoid being removed from the program.* Please complete the new application and return it to the school as soon as possible to avoid being removed from the program.

**SECTION H**

**HEALTH SERVICES**

The Tillman School Clinic is located in the main hall and is staffed from 8:15 a.m. to 3:45 p.m. each school day. The school nurse is responsible for the following:

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

You can assist the school nurse by:

1. Keeping student home if they are running a fever of 100 degrees or more, vomiting, and or seem too sick to benefit from school programs.
2. Sharing medical information that might affect your child’s performance at school in any way.
3. Notifying nurse of immunization boosters and the results of physical and dental exams.
4. Notifying grade level secretary of any changes in the information on the student’s emergency contact list.
5. Completing the online annual update of student medical information.

**Allergies:**

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

**Communicable Diseases:**

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

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

**Hearing Tests:**

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

**Immunizations:**

It is the policy of the Kirkwood 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. The original of MO Department of Health and Senior Services form Imm.P.12 must be on file at school with the immunization record.

Religious Immunization Exemption - An exemption for religious reasons requires written certification that immunization of the student violates his or her religious beliefs. Religious exemption cards must be obtained from the MO Department of Health and Senior Services. The original Form Imm.P.11A card, as is required by law, will be retained in the student's school health record.

**Medications:**

All medications (including over-the-counter medicine) should be kept in the Clinic to be supervised by the nurse. Medications should be in the original pharmacy RX bottle. Over-the- counter medicine should be in the original container. They are to be brought to the Clinic with a note or consent form. The consent form should be signed and dated by the student’s parent or legal guardian.

**Missouri Department of Health Regulations:**

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

1. Chicken Pox: Until all blisters have scabbed, usually five to seven days after rash begins.

2. Conjunctivitis (Pink Eye):

a. *Purulent Conjunctivitis*(redness of eyes and or eyelids with thick white or yellow discharge and eye pain) Exclude until appropriate prescribed treatment has initiated, or discharge has stopped, unless a doctor has diagnosed it as non-infectious.

b. *Non-Purulent Conjunctivitis* (redness of eyes with clear, watery discharge. No pain or fever or eyelid redness) No exclusion necessary.

3. Diarrhea-Free of diarrhea for 24 hours.

4. Fifth Disease (Parvovirus) No exclusion necessary. When rash appears, it is no longer contagious.

5. Hand, Foot, and Mouth Disease: Until fever is gone and child is well enough to participate in school.

6. Head Lice: If live lice are present, exclude until first treatment has been completed and no live lice are seen. School nurse will assess student upon return to school.

7. Impetigo: If impetigo is confirmed by a healthcare provider, exclude until 24 hours after prescribed treatment is completed. Lesions on exposed skin should be covered with water-tight dressing.

8. Mononucleosis: No exclusion necessary. Student may return upon feeling well enough to participate in school.

9. Ringworm: Until treatment has been started. If the lesion cannot be covered, or the lesion is on the scalp, until 24 hours after starting treatment.

10. Scabies: Until 24 hours after treatment begins.

11. Strep Throat or Scarlet Fever: Until 24 hours on prescribed antibiotic treatment begins and student is fever free.

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.

**Vision Tests:**

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

## **HOMEBOUND INSTRUCTION**

Students who are absent from school for extended periods of time, or who have intermittent absences due to illness or disability, may be eligible for homebound instruction. Such instruction can be provided to students for up to five hours per week. Applications for homebound instruction can be secured from the guidance counselor in your building or in the Office of Special Programs. Applications must be approved by the student’s physician and the Missouri Department of Elementary and Secondary Education before homebound teaching can begin. For more information on this program, please contact Tillman guidance counselor [Amber Sidwell](http://amber.sidwell@kirkwoodschools.org) at 314.213.6100 extension 5 0 4 1.

**HOMEWORK**

Homework is given to provide additional opportunities for reinforcement and practice of classroom learning. We value this home-school learning connection; we also believe it is important for students to play, engage in extra-curricular activities, and spend quality time with their families.

A general guideline for homework time is ten minutes multiplied by the grade level (i.e., a student in grade 2 should have about 20 minutes of homework.) If your child spends the appropriate amount of time focusing on homework, stopping is advisable, even if the entire assignment is not completed.

The following tips may help parents and children establish positive structures for successful homework experiences:

1. Build homework into the family routine at an early age and develop a consistent structure; what works for one child won't necessarily work for another.
2. Let your child take the lead - only provide support as needed.
3. Use positive language about learning, homework, and school.
4. Homework should be a reflection of your child's best effort - assignments that are turned in with mistakes can be a valuable tool for teachers to assess current understanding.
5. To help your child in math, capture “teachable moments" in daily life.
6. Encourage your child to think of multiple ways to solve a problem (in math and in life!).
7. Use appropriate prompts when listening to your child read.
8. Use the "ten-minute rule" plus reading time to determine how long your child should work at home.
9. Encourage your child to take risks when writing; limit the corrections you suggest to a few specific areas.
10. Make school work a family priority and enjoy the time you spend together! End with a positive.

**Absentee Student:**

If your child is ill for more than one day, you may request homework by leaving a message on the teacher's voice mailbox. Please pick up homework at the office after school or request it to be sent home with another student.

**Out-of-Town Student:**

If a child is taken out of school for a family trip, homework cannot be provided in advance. Families are strongly encouraged to plan vacations during non-school dates such as spring break or summer, because it is difficult to replicate the learning experiences that occur in the classroom.

**SECTION I**

# **INSTRUMENTAL MUSIC**

The instrumental music program is open to all interested 4th and 5th grade students. The students meet

two mornings a week before school at Nipher Middle School and North Kirkwood Middle School. For further information please contact Elizabeth Wright, performing arts secretary, at 314.213.6100 extension 1 4 2 5.

# **IPADS**

Kirkwood School District is excited to loan Tillman students an iPad, heavy-duty case with keyboard, cord, and charger for their use during the school year. This is seen as a tremendous opportunity to personalize learning for students and help develop future-ready skills.

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

iPads are to be kept covered and handled carefully. Students will be charged fines for lost or damaged iPads, cases, cords, and chargers. **Note: If the case is removed or badly damaged, insurance will NOT cover the cost of repairs.**

Parents or guardians may sign up for or choose to waive the [yearly self-funded insurance plan](https://mo49000011.schoolwires.net/Page/8814) fee to cover damage or repairs. If coverage is waived, parents are responsible for damages and or loss.

# **Conduct Code:**

**We Are Compassionate**

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

**We Work As a Team**

1. Arrive at school and come to class with fully charged iPad
2. iPads must be charged at home every night
3. Charger should remain at home during the school year

**We Persevere**

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

# **Safety:**

All Tillman students use technology (laptops, iPads, Activboards, etc.) on a regular basis. To ensure academic success in the electronic age, students are provided with the most modern technological equipment available (Macbooks, iPads, Activboards, Activotes, etc.) in their classrooms. Technology is used as a tool for inquiry, research, development, and publication

Please remind your child that downloading apps is a process that only occurs at school through the proper procedures. We ask that students take care of the equipment they are issued and use it in a responsible manner. Students who do not comply with the technology expectations may lose the privilege of using the equipment. For a nominal fee, [iPad insurance](https://mo49000011.schoolwires.net/Page/8814) is available through the Kirkwood School District.

**Insurance Payment:**

The Kirkwood School District expanded the use of [**www.myschoolbucks.com**](http://www.myschoolbucks.com)**,** which was used for online lunch payments, to include iPad and laptop insurance fees, activity fees, etc.

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

If you currently have a My School Bucks account, you can login and access the school store on the top of the page. If you do not have a My School Bucks account, you may create a free account.

To pay for iPad or laptop insurance, lunch fees, and activity fees through your My School Bucks account:

1. Log in to [**www.myschoolbucks.com**](http://www.myschoolbucks.com)**,** or create a free account.
2. Click School Store at the top of the page and select Browse All Items
3. Choose the Store item and add it to your cart.
4. Check out!

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

**SECTION L**

# **LIBRARY SERVICES**

The Library Media Specialist collaborates with classroom teachers by designing lessons that integrate concepts from the district curriculum. Students learn how to use the library, where to locate particular information, and how to research and cite their sources. Library lessons also include author studies, genre studies, and literature awareness and appreciation.

Each child will have the opportunity to check out books each week. Please review with your child check out procedures for his or her particular grade level. The library will charge for lost or damaged materials.

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

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

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

Parent volunteers are always welcome to help in the library throughout the school day. The

Library materials are checked out for 14 days. Students may return early and check out again if they so choose.

**LOST AND FOUND**

**Please mark coats, lunch boxes, etc., with your child’s name.** If the clothing is marked, we can help find the owner. Remind your child to check frequently for lost items. The lost and found is located on the lower level, at the west end of the Makerspace. Small items and jewelry are kept in the office. Unclaimed items will be donated to local charities each semester, so please check the lost and found often for missing items.

**SECTION M**

**MEDIA COVERAGE**

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

**MUSIC**

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

Children learn music through speech, singing, playing instruments, and movement. The approach

is to first learn by hearing, experiencing, and making music. Later, students learn to read and

write music in the same fashion that we have all learned our language. Process is our priority

rather than the final product. Students will spend any amount of time on one piece of

music, exploring and learning about many different facets of the elements of music. Students

share responsibility for learning and performing and final performances are always student directed.

Through the use of poems, rhymes, games, songs, movement, and instruments, children become

sensitive listeners and considerate participants in the music experience.

**SECTION P**

**PARENT CUSTODIAL ISSUES**

We cannot deny a parent access to his or her child unless we have a copy of a current court order. It is essential for a custodial parent to notify the principal when there are legal restrictions regarding releasing the child to the non-custodial parent. This information must be on file in the office to guarantee guidelines are followed correctly. Please contact the principal if you have any questions.

**PARENT INVOLVEMENT**

Helpful hints for parents:

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

**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 and written evaluations. Additional dialogue is always welcome. In October, conferences will occur with the child’s classroom teacher. In March another parent-teacher conference will be held to review the student’s progress during the first semester and to set goals for improvement. Informal conferences are encouraged. Arrangements should be made between the teacher and parent in order to find a mutually suitable time.

**PARENT TEACHER ORGANIZATION (PTO)**

All parents or guardians are invited to participate in our active Parent Teacher Organization (PTO). This dynamic group of volunteers at Tillman work to strengthen, enhance, and encourage the educational and social environment of our school community. Tillman’s PTO works closely with the principal and teacher representatives to ensure that effective communication occurs between home and school. The PTO also sponsors a wide variety of programs and events for social and fund-raising purposes. It operates on an annual budget that is approved by a comprehensive PTO membership vote. The money used to sponsor PTO activities is obtained through fund-raising efforts. Please check our school calendar on [Tillman’s website](https://www.kirkwoodschools.org/Page/25) and weekly email updates for PTO meeting details.

**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**.

**PHYSICAL EDUCATION AND RECESS**

Students will be outside daily for physical education and recess unless there is severe weather, including heat alerts or a wind chill factor below 20 degrees. Please make sure that your child is dressed appropriately – students lacking appropriate dress may be required to miss recess and or P.E.. Tennis shoes must be worn to participate in physical education class. Traditional tennis shoes are the safest and sturdiest shoe for P.E. class. (Please do not wear tennis shoes that have an open heel or elevated sole.)

If your child is unable to participate in P.E. or recess due to an illness or injury, please send a note from home. If he or she has to be excluded for more than one week, please send a doctor’s note explaining the injury or illness. *Note that we will have indoor recess on days when the temperature or wind chill is 20 degrees or below.*

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

If your child has asthma, heart problems or allergies, please contact the school nurse.

Health curriculum is taught through our physical education program.

**SECTION R**

**RELIGIOUS HOLIDAYS**

All activities included in the instructional program will ensure that all students feel included and comfortable. Student participation in any program or performance that may involve holiday material should be voluntary. Parents who believe a school activity is in conflict with their religious beliefs should alert the school in advance and a positive alternative will be provided.

**RESIDENCY**

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

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

**List A documents (submit one)**  
1. Deed or Closing Statement  
2. Mortgage statement dated within 30 days of the date of submission  
3. Unexpired lease or rental agreement signed by landlord and tenant including the address,

apartment number, and date of rental

**List B documents (submit one)**  
1. Utility bill (water, gas, sewer, trash, or electric) dated within 30 days of the date of submission

for verification and including the name, service, and mailing address  
2. Real estate tax receipt dated within one year of the date of submission  
3. Personal property tax receipt dated within one year of the date of submission  
4. Occupancy Permit listing all the occupants of the residence

Parents may enroll their children before actually moving into the district, but they must apply in writing to the [Executive Director of Equity, Wellness, and Inclusion.](mailto:shonda.amber-phillips@kirkwoodschools.org)

When there is sufficient reason to suspect the legitimacy of residency, the Executive Director of Equity, Wellness, and Inclusion will be notified.

State law requires that a studentlive 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 Tillman office if you move or are planning to move outside the district**. Students who live in the city of St. Louis are enrolled through the VICC office. Their direct phone number is 314.721.8657. Students who reside in the Normandy and Riverview Gardens attendance area and our city of St. Louis students can gain information through our [Student Services Office](mailto:diane.huwer@kirkwoodschools.org?subject=Residency%20question%20regarding%20my%20child), at 314.213.6100 extension 7 8 1 4.

**REVIEWING YOUR CHILD’S RECORDS**

As a parent, you have every right to review the records that the school keeps on your child. Please notify either your child’s teacher or the school office that you are interested in reviewing your child’s records. We collect the records and set an appointment time for you to come in to review them. If you wish, copies of the records may be made for you, but the originals cannot leave the school.

**SECTION S**

**SCHOOL CLOSINGS, DELAYED OPENINGS, EARLY DISMISSALS**

Families will receive a phone call from the District (using our Blackboard robocall system) announcing the decision to cancel school. Successful delivery is dependent on accurate contact information for each student. Should your contact information change, please notify your child’s school immediately.

The notification to cancel or delay school will also be posted on the [Kirkwood School District website](http://kirkwoodschools.org/), [District Facebook page](https://www.facebook.com/search/top/?q=kirkwood%20school%20district&epa=SEARCH_BOX), and Tweeted on the District’s twitter handle which is @kwoodschools.

Individuals who have downloaded the Kirkwood School District app will receive a push notification. You can download this free app in the [Apps on Google Play store](https://play.google.com/store/apps?hl=en_US), or the [iTunes App store.](https://www.apple.com/itunes/charts/free-apps/)

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

**AM Radio:** KMOX 1120

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

No announcement means schools operate on regular schedules.

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

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

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

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

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

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

1. Kirkwood High School 9:45 a.m.
2. North Kirkwood Middle School 10:00 a.m.
3. Nipher Middle School 10:00 a.m.
4. Keysor Elementary 10:40 a.m.
5. North Glendale Elementary 10:40 a.m.
6. Robinson Elementary 10:40 a.m.
7. Tillman Elementary 10:40 a.m.
8. Westchester 10:40 a.m.
9. Kirkwood Early Childhood Center 10:00 a.m.
10. Half-day preschool will begin at 10:00 a.m.

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

**SCHOOL SAFETY**

**Building Security:**

Our building is locked for the majority of the day. To access our building during the school day, come through the front center doors and ring the doorbell to have the office staff let you in. ALL visitors, regardless of how long they plan to be in the building, will be required to sign in and out. **All visitors must adhere to our visitor management system and produce required identification.**

**Crossing Guard:**

Children who walk to school are instructed to observe and obey the crossing guards. We ask all parents who escort their child to school to do the same so as to reinforce good choices for student safety. Students should only cross Quan at the designated center crosswalk, even if being escorted by an adult.

**Emergency Contacts:**

If your child is ill or hurt during school hours and the nurse or principal thinks the student should go home, a family member or emergency contact person will be notified before the student is released. **Please make sure the school has up-to-date contacts and emergency pickup information for your child or children at all times.** It is essential that you notify the school of any changes regarding phone numbers of parents and or guardians and emergency contacts. Adults picking up children should bring a photo ID with them to the Tillman main office.

**Emergency Situations and Drills:**

Students will participate in regular fire, tornado, earthquake, and [ALICE/Intruder](https://www.alicetraining.com/our-program/alice-training/k12-education/) 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.kirkwoodschools.org](http://www.kirkwoodschools.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 fat 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 1 4 0 0*

[*martise.scott@kirkwoodschools.org*](mailto:martise.scott@kirkwoodschools.org)

**Fire Lanes:**

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

**Handicap Parking:**

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

**Traffic Flow:**

The front circle drive is designated only for buses between 8:10 a.m. to 8:40 a.m. and 3:15 p.m. to 3:45 p.m. At other times cars may pull up to drop off or pick up students arriving late or leaving early. These times should be limited to short stops to sign students in or out of the office.

1. The parking spots directly in front of the school are reserved for parents and visitors.
2. When picking up or dropping off your child, you may either park in front of the school and meet your child in the family zone or turn into the driveway on the east side of the building and pick up or drop off your child in the carpool zone located in back of school.
3. During arrival and dismissal times, the east parking lot may not be used for parking (in a parking space) to pick up or drop off your child. The east lot will be used only for cars to drive in and drop off or pick up students. Cars will enter along the east parking lot and drive to the rear of the building, staying to the RIGHT side of traffic lanes while entering and exiting our campus. Families will be asked to drop off and receive students at the gym doors. Cars can then easily circle around and proceed to exit along the sports fields and down our easternmost lane back to Quan, where all cars will exit to the right. (There will be no left turns onto Quan from the carpool zone during arrival and dismissal times). Lanes will clearly be marked with guiding arrows. The carpool zone is the only location that parents will be permitted to stop their vehicle to pick up or drop off their child.

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

All Tillman students are encouraged to participate in the district STEAM Fest, typically held in late March or early April. Students may make a collection, experiment, report, or project that uses science, technology, engineering, or math. Planning meetings led by the district science facilitator will occur in the late fall – more information will be provided prior to these meetings. Check our [STEAM-Fest website](https://mo49000011.schoolwires.net/domain/70) often for updates.

**SOCIAL MEDIA**

Generally speaking, communication between and among students that takes place outside of school

is not of concern to Kirkwood staff unless it is brought to our attention because there is a disruption to the

learning environment and to our students. If there are conflicts or disruptions brought to our attention,

these will be addressed through our discipline guidelines. Common reasons for our involvement include

name calling, bullying and threats.

Here are some examples to further clarify how our discipline guidelines and school procedures can

intersect with student cell phones and internet activities:

**Social Media:**

Example #1: A conflict at school that begins with comments written on the internet will be evaluated

according to our discipline guidelines. If the comments reflect name calling, bullying or threats, we

will address these as if they happened at school or were written on a piece of paper.

Example #2: If students have identified themselves as Kirkwood School District students on social media

sites, and it is brought to our attention that they have made comments which do not reflect our behavior

expectations, the student may be investigated and or disciplined pursuant to our discipline guidelines.

**Cell Phones:**

Example #3: If, while responding to a disciplinary concern, there becomes a reasonable suspicion

resulting in an investigation of student belongings (backpack, pockets), we may also search the calls,

photos, and text records of a phone if the phone records relate to the disciplinary investigation.

Example #4: If a phone has been lost and is then found, we will read information in the phone in order to

learn the identity of the owner.

We want parents and students to be fully informed that internet communication and cell phones

will remain private until something causes us to have an interest in them and then we will review

them in the same way we would review any other item thought to be posing a threat or disruption.

## **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 Tillman include specialized services, in-class support, learning center instruction, occupational therapy, physical therapy, adaptive physical education, and speech, language, and hearing support.

**SPECIALS CLASSES**

**Art and Music:**

Students receive art and music instruction once a week for 50 minutes from the art and music teachers. Classroom teachers may also incorporate art and music into their curriculum.

**STANDARDIZED ASSESSMENTS**

Tillman students participate in standardized testing in accordance with the [Missouri Assessment Program (MAP).](https://dese.mo.gov/college-career-readiness/assessment) This testing gives our students the opportunity to show how much they know. Learners in grades 3 to 5 take tests in communication arts and mathematics, with grade 5 students also tested in science. Grade K to 5 students participate in local assessments throughout the year. KSD’s MAP testing window for 2021 is April 5 to May 28.

**STUDENT ACTIVITIES**

All students will have the opportunity to participate in Trailblazer Academy (clubs) throughout the school year. Trailblazer Academy will be held for about 45 minutes during the school day on every early dismissal day. Students will be able to rank their preferences of activities at the beginning of the year to determine placement. There will also be other clubs and activities offered before and after school throughout the school year. Watch the Tillman Update (Wednesday email newsletter) for dates, times, and sign-up information.

**STUDENT SUPPORT**

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

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

When the identified concerns are significant or the response to general intervention is inadequate, the building-level MTSS team will convene. The building-level MTSS team is facilitated by a building administrator, school counselor, and school psychologist. It is comprised of classroom and instructional support specialists that may include:

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

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

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

School-based specialists may include:

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

The specialists may conduct in-class observations, collect progress monitoring data, help implement in-class interventions, or provide short-term instruction. Building MTSS teams use progress monitoring data to determine when more or less intense interventions are required in order to support the learning needs of the student. Parents are apprised of their child’s progress regularly and are notified whenever a referral for formal evaluation needs to be considered. Parents should contact Tillman’s school counselor [Amber Sidwell](http://amber.sidwell@kirkwoodschools.org) at 314.213.6100 extension 5 0 4 1 for more information.

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

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

Tillman’s screening and evaluation timeline is September through October for grades 2 through 5; October through November for grade 1.

## **Reading and Math Support Programs:**

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

**SUBSTITUTE TEACHERS**

There are occasions when teachers must obtain a substitute teacher when they are absent. If you know your child’s teacher is out, please contact Tillman’s main office at 314.213.6150 with absences or changes in dismissal reports.

**SURVEYING OF STUDENTS, PARENTS and GUARDIANS**

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

**SECTION T**

**TECHNOLOGY**

All Tillman students use technology (laptops, iPads, Activboards, etc.) on a regular basis. To ensure academic success in the electronic age, Tillman students are provided with the most modern technological equipment available (Macbooks, iPads, Activboards, Activotes, etc.) in their classrooms. Technology is used as a tool for inquiry, research, development, and publication. Students in grades K to 2 will only use iPads at school and will not bring them home. Students in grades 3 to 5 will have the opportunity to bring iPads home for continued learning and practice as part of their homework routine.

Please remind your child that downloading apps is a process that only occurs at school through the proper procedures. We ask that students take care of the equipment they are issued and use it in a responsible manner. Students who do not comply with the technology expectations may lose the privilege of using the equipment. For a nominal fee, [iPad insurance](https://mo49000011.schoolwires.net/Page/8814) is available through the Kirkwood School District.

**SECTION V**

**VALUABLES**

As a general rule money, toys, collectibles, electronic games and or equipment (including iPods, MP3 players, cell phones, and video game players), stuffed animals, etc., should not be brought to school unless specifically requested by the teacher for a classroom event. Students are discouraged from bringing any personal items to school. We do not want students to be faced with the loss, damage, or disappearance of items they value which can greatly affect their ability to keep their mind and body ready to learn.

**VISITORS TO TILLMAN**

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

Upon entering a district building, visitors will be asked to present an ID such as a Driver’s License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person’s name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his or her visit. A visitor’s badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

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

**VOLUNTEERS AND CHAPERONES**

Kirkwood School District requires volunteers who may work with children without a KSD staff member present to participate in a registration process that includes a volunteer application with background check. [Visit our district website for complete details and forms.](https://mo49000011.schoolwires.net/Page/5293)

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

While volunteering in a classroom, we suggest:

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

If you are interested in volunteering or participating in our Community Mentor or OASIS Tutor programs, please call Tillman’s main office at 314.213.6150.