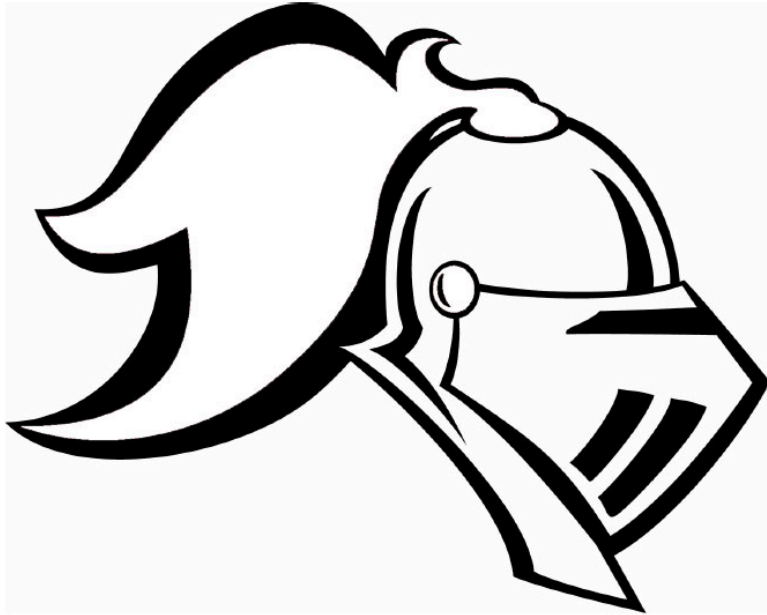


# Nipher Middle School



## Knight Vision

- We are compassionate
- We work as a team
- We persevere

## Family Handbook 2023-2024

700 S Kirkwood Rd, Kirkwood, MO 63122  
Phone: 314-213-6180 Fax: 314-213-6178

## **KSD/Nipher Mission**

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

## **KSD/Nipher Vision**

Every student- engaged, empowered, and ready for success

## **KSD/Nipher Priority Areas**

- Student and Staff Social-Emotional and Mental Health
- Equity, Diversity and Inclusion
- Relevant and Rigorous Curriculum and Programs
- Communication and Engagement

**Nipher Middle School**

Dr. Laura Havener, Principal

Mr. Nathan Alwood, Assistant Principal

Dr. Kelly Dickinson, Assistant Principal

## **Nipher Welcome!**

August 2023

Dear Nipher Families:

On behalf of our entire Nipher staff, we welcome you to the 2023-2024 school year! We are excited to begin the school year with you and look forward to a year of learning and growing in exciting and unique ways.

Nipher is privileged to work with such an awesome group of students. As well, we are fortunate and thankful for families and community members who are an essential part of our educational team. It is through these strong partnerships that we can truly empower students to be compassionate, work as a team, and persevere.

There are many exciting things happening this year! Notably, our addition is coming along nicely. It is currently set to open near the end of October. There will be four new classrooms and many other updates throughout the building. Thank you for your support in creating high-quality facilities for our students.

This handbook was created as a quick reference to help answer various questions you may have as we progress through the school year. In this book, you will find information about our Nipher learning community. We ask that you review and discuss this information with your child.

Thank you in advance for your support and continued involvement in the education of our children. If you have any questions or concerns at any time throughout the course of the year, please don't hesitate to call or stop by the office. We are excited to help you and your children.

Sincerely,

Dr. Laura Havener  
Principal

Mr. Nathan Alwood  
Assistant Principal

Dr. Kelly Dickinson  
Assistant Principal

## **Table of Contents**

Nipher Contacts	6
Nipher Daily Schedule	11
Student Arrival to School	11
First Week of School	11
All Staff Development Days	11
Last Day of School	11
Drop-Off Procedures	12
After School Pick-Up Procedures	12
Early Pick-Up Procedure	12
Nipher Bell Schedule	13
Attendance	15
Guidance/Counseling	16
Communication	17
Infinite Campus	17
eBlast Newsletter (Nipher Knights News)	17
Conference Schedule	17
Getting Involved (PTO)	17
Academics	18
Curriculum	18
Report Card/Grading Practices	19
High School Credit	20
Gold N Award	20
Homework and Planners	20
Homeroom	21
Climbing Wall	21
Library	22
Field Trips	23
Turkey Trot	23
Copyright	23

Student Expectations	24
PBIS	24
Discipline Policy	26
Dress Standards	26
Buses	27
Electronic Devices	28
Cell Phones	28
Technology	29
iPads	29
Conduct Code	29
After School Activities	31
Power Hour	31
Intramurals & Clubs	32
School Safety	37
Our SRO	37
Emergency Contacts	37
Emergency Situations and Drills	38
Searches and Weapons	38
Staff Boundaries	38

# Nipher Contacts

**Assistant Principal, 6th Grade Administrator:** Dr. Kelly Dickinson

314-213-6100 x8303

[kelly.dickinson@kirkwoodschoools.org](mailto:kelly.dickinson@kirkwoodschoools.org)

**Assistant Principal, 7th Grade Administrator:** Mr. Nathan Alwood

314-213-6100 x8303

[nathan.alwood@kirkwoodschoools.org](mailto:nathan.alwood@kirkwoodschoools.org)

**Principal, 8th Grade Administrator:** Dr. Laura Havener

314-213-6100 x8301

[laura.havener@kirkwoodschoools.org](mailto:laura.havener@kirkwoodschoools.org)

**School Secretary (8th):** Aimee Moore

314-213-6100 x8301

[aimee.moore@kirkwoodschoools.org](mailto:aimee.moore@kirkwoodschoools.org)

**School Secretary (6th and 7th):** Rachel Walther

314-213-6100 x8303

[rachel.walther@kirkwoodschoools.org](mailto:rachel.walther@kirkwoodschoools.org)

**Counselor Grade 6:** Nelson Taylor

314-213-6100 x8043

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

**Counselor Grade 7:** Lauren Wallace

314-213-6100 x8041

[lauren.wallace@kirkwoodschoools.org](mailto:lauren.wallace@kirkwoodschoools.org)

**Counselor Grade 8:** Carmon Griffin

314-213-6100 x8040

[carmon.griffin@kirkwoodschoools.org](mailto:carmon.griffin@kirkwoodschoools.org)

**Registrar and Guidance Secretary:** Stephanie Smith

314-213-6100 x8042

[stephanie.smith@kirkwoodschoools.org](mailto:stephanie.smith@kirkwoodschoools.org)

**Clinic:** Meghan Stemmermann

314-213-6100 x8030

[meghan.stemmermann@kirkwoodschoools.org](mailto:meghan.stemmermann@kirkwoodschoools.org)

**Cafeteria:**

314-213-6100 x8350

# NIPHER STAFF

ATTENDANCE	x8125			CLINIC (Nurse Meghan)	x8030
GUIDANCE OFFICE	x8042			MAIN OFFICE	x8000
SRO (Officer TJ)	x8021			SSD OFFICE	x8270
Faculty and Staff	Ext.	PA	Room Number	Department	Team
Abbott, Katie	8075	7206	206S	SSD	Resource
Actis, Luis	8239	9101	101W	Math	6 West
Alwood, Nathan	8269		Main Office	Assistant Principal (7th)	Admin
Ampey-Elong, Tonya	8060		200S (Guidance)	Social Worker	Guidance
Anich, Chris	8226	6108	108N	Speech & Drama	Explo
Banaszak, Mark	8232	6207	207N	ELA & Sustainability	Cross-Team
Bartz, Chris (Dr.)	8237\8238	6214\6213	214N\213N	Band\Band Practice Room	Explo
Beckerle (Prather), Jennifer	8233	6209	209N	Math	7 North
Blake, Keisha	8350	7024	Café	Cafeteria Manager	Support
Bodenschatz, Craig	8236	6212	212N	Social Studies	7 North
Brady, Dan	8261	5115	115S	Science	7 North
Breckenridge, Kim	8258	8012	12S	Science	6 West
Buesteton, Liz	8231	6205	205N	Math	Specialist
Burruss, Lindsay	8208	7105	105S	ELA	6 South
Christian, Savannah	8209	7106	106S	Math	6 South
Cochran, Jessica	8240	9102	102W	ELA	6 West
DeSchryver, Danni	8470	6113	South Gym	Health & Wellness	Wellness
Dickinson, Kelly (Dr.)	8303		Main Office	Assistant Principal (6th)	Admin
Dickson, Ryan (ISS)	8263	5113	113S	Restorative Center	Support
Drayton-Conway, Fariga	8203	7007	6S	Orchestra	Explo
Earnhart, Matt	8217	7207	207S	SOAR & Math	8 North
Evans, Lara	8224	6105	105N	SSD	Resource
Forrestal, Maggie	8267	5213	213S	Science	8 South
Glover (Elking), Allison	8229	6202	202N	Health & Wellness	Wellness
Goeke, Patty	8262	5114	114S	Science	7 East
Goelz, Katie	8223	6104	104N	SSD	Resource
Grana, Tony	8259	8009	9S	Health & Wellness	Wellness
Griffin, Carmon	8040		200S (Guidance)	8th Grade Counselor	Guidance
Havener, Laura (Dr.)	8301		Main Office	Principal (8th grade)	Admin
Hessler, Kim	8000		Main Office	Secretary	Support
Holley, Ellen (Dr.)	8245	7003	1S	Art	Explo
Hunter, Colleen	8220	5214	210S	Social Studies	8 North
Jackson, David	8112\8227	6112\7117	112N\113N	Industrial Tech Lab\Shop	Explo
Karr, Courtney (Dr.)	8213	7202	202S	French	World Lang.
Kindle, Jeff	8110	6110	110N	Music & Choir	Explo
Kipp, Jason	8219	5209	209S	Social Studies	8 South
Kowalski, Andrew	8216	7205	205S	Math	8 South
Langford, Dan	8210	7108	108S	Math	7 East
Laudel, Kathryn	8211	7109	109S	ELA	7 East
Laxton, Allison (+ Paras)	8022	7100	100S	SSD	Resource
Magruder, Jon	8207	7102	102S	Social Studies	6 South
Manne, Tyler	8471	6121	North Gym	Health & Wellness	Wellness
McPheeters, Jenny	8252	6208	208N	Math & Algebra	Cross-Team

# NIPHER STAFF

Midkiff, Cara	8266	5212	212S	Science	8 North
Moore, Aimee	8301		Main Office	Secretary	Support
Mueller, Cheryl	8246	7107	107S	Social Studies	7 East
Ogle, Amy	8230	6203	203N	SOAR	Specialist
Palleja, Emma	8020		SSD Office	Social Worker	Resource
Patt, Melissa	8215	7204	204S	SSD	Resource
Paulus (Miller), Anna	8234	6210	210N	ELA	7 North
Pribish, Megan	8000		Main Office	Secretary	Support
Ragsdale, Leah	8218	7208	208S	ELA	8 North
Rockholm, Kelly	8225	6106	106N	Speech & Language (SSD)	Resource
Rozycke, Trish	8050	8000	Custodial Office	Head Custodian	Support
Ruta, Beth (Dr.)	8265	5211	211S	ELA	8 South
Ruzycki, Margaret	8212	5110	110S	Spanish	World Lang.
Schneider, Erin	8248	7201	201S	Spanish	World Lang.
Sievers, Jenn	8221	6101	101N	Reading	Specialist
Singleton, Jesse	8257	8011	11S	Science	6 South
Smith, Stephanie	8042		200S (Guidance)	Secretary & Registrar	Support
Spellmeyer, Christie	8225	6106	106N	Speech & Language (SSD)	Resource
Stemmermann, Meghan	8030	6130	107N (Clinic)	Nurse	Support
Stemmler, TJ (SRO)	8021		SSD Office	Safety & Security	Support
Stoffel, Stephanie	8250	6206	206N	Math	Specialist
Sullivan, Cyndi	8222	6102	102N	Reading Coach	Specialist
Taylor, Nelson	8043		200S (Guidance)	6th Grade Counselor	Guidance
Tcherkejian, Azniv	8264	8256	112S	ELL Specialist	Support
Tegels, Alec	8253		Main Office	Technology Specialist	Support
Tinsley, Clayton	8471	6121	North Gym	Wellness	Wellness
Varady, Rob	8228	6201	201N	Health	Wellness
Velez, Allison	8249	6204	204N	SSD	Resource
Wallace, Lauren	8041		200S (Guidance)	7th Grade Counselor	Guidance
Walther, Rachel	8303		Main Office	Secretary	Support
Warren, Scott	8241	9103	103W	Social Studies	6 West
Wassman, Amy	8270		SSD Office	SSD (Area Coordinator)	Resource
White, Christy (+ Leanne Groves)	8061	9204	Library	Librarian	Specialist
Wilkinson, Rachael	8214	7203	203S	German	World Lang.
Williams, Nathan	8260	5111	111S	Robotics & PLTW	Explo
Witt, Daniel	8254	9203	Library Lab 3	Journalism & Yearbook	Explo
Book Room (ELA - 1st Floor)	8247		103N		
Conference Room (2nd Floor)	8268	9202	Library Lab 2		
Faculty Lounge (2nd Floor)	8255	9201	Library Lab 1		
Food Pantry (Basement)	8242		3S		
Guidance Multipurpose	8025		200S (Conf. Room)	Counseling Services	Guidance
Open Classroom 1	8202	7005	5S		
Open Classroom 2	8111	6111	111N		
Open Classroom 3	8235	6211	211N		
Outside		7800	South Parking Lot		
TA Classroom	8206	7101	101S	Teaching Assistants	Support
Yoga Room (Basement)	8256	8010	10S		





## Nipher School Hours:

**8:00AM – 3:00PM**

### 2023-2024 SCHOOL CALENDAR

August 2 & 8	6 <sup>th</sup> Grade Orientation at Nipher (by appointment only)
August 7-11	New Teacher Orientation
August 8	Schedule/iPad pick-up & Pictures, 10:00 AM-6:00 PM
August 14, 16, 17, 21	Teacher Work Days
August 15	District Workshop, Teacher Work Day
August 16	Curriculum Night @ Nipher (all grade levels)
August 22	First Day of School for K-12 Students
September 4	Labor Day Holiday - <b>District Closed</b>
September 5	First day of After-School Activities @ Nipher
September 13	PTO Meeting in Nipher Library, 6:00 PM
September 25	<b>No School for Students</b>
October 2-5	6 <sup>th</sup> Grade Get Outdoors (G.O!) Week
October 5	Nipher vs. NKMS Wrestling @ KHS, 6:00 PM
October 12 & 19	Nipher Parent-Teacher Conferences (details to follow)
October 19	End of First Quarter
October 20	Teacher Work Day - <b>No School for Students</b>
October 20	Parent-Teacher Conferences, 8:00-11:00 AM (by appt)
October 23	Records Day - <b>No School for Students</b>
November 1	Nipher Orchestra Concert @ KHS, 6:30 PM
November 2	7 <sup>th</sup> Grade Vision Screening
November 7	Staff Development - <b>No School for Students</b>
November 8	PTO Meeting in Nipher Library, 5:00 PM
November 8	Bandemonium for 8 <sup>th</sup> Grade @ KHS, 6:30 PM
November 11	Nipher PTO Trivia Night
November 15	6 <sup>th</sup> Grade VIP Breakfast & Fall Play Preview, 7:30 AM
November 16-17	Nipher Fall Play, 7:00 PM (doors open @ 6:30 PM)
November 21	Annual Nipher Turkey Trot
November 22	<b>No School for Students</b>
November 23-24	Thanksgiving Recess - <b>District Closed</b>
December 6	Nipher Band Concert @ KHS, 6:30 PM
December 14	Nipher vs. NKMS Volleyball @ Nipher, 3:15-4:00 PM
December 20	End of First Semester
December 21-January 1	Winter Recess - <b>District Closed</b>

#### AUGUST 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

#### SEPTEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

#### OCTOBER 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

#### NOVEMBER 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

#### DECEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

#### JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#### FEBRUARY 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

#### MARCH 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

#### APRIL 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

#### MAY 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- First Day of School
- No School
- ▶ Last Day of School



## Nipher School Hours:

8:00AM – 3:00PM

### 2023-2024 SCHOOL CALENDAR

January 2	Records Day - <b>No School for Students</b>
January 3	Staff Development Day - <b>No School for Students</b>
January 4	School Resumes
January 10	8 <sup>th</sup> Grade Parent Information Night @ KHS, 6:30 PM
January 15	Martin Luther King Jr. Day - <b>District Closed</b>
January 31	7 <sup>th</sup> Grade Hearing Screening
February 1	Nipher Parent-Teacher Conferences, 3:15-7:00 PM
February 7	Nipher Parent-Teacher Conferences, 3:15-5:45 PM
February 7	PTO Meeting, 6:00 PM
February 16	Staff Development Day - <b>No School for Students</b>
February 19	Presidents Day - <b>District Closed</b>
February 20 & 21	Nipher vs. NKMS Basketball Games @ North, 3:15 PM
February 21	Festival of Bands @ KHS, 7:30 PM
March 3	Festival of Strings @ KHS, 3:00 PM
March 6	7 <sup>th</sup> & 8 <sup>th</sup> Grade VIP Breakfast @ Nipher, 7:30 AM
March 6	5 <sup>th</sup> Grade Parent Meeting @ Nipher, 6:30 PM
March 7-8	Nipher Spring Musical, 7:00 PM (doors open @ 6:30)
March 8	End of Third Quarter
March 15	Staff Development Day - <b>No School for Students</b>
March 18-22	Spring Recess - <b>District Closed</b>
March 25	<b>No School for Students</b>
March 26	School Resumes
April 2	Staff Development/Election Day - <b>No School for Students</b>
April 3	PTO Meeting in Nipher Library, 6:00 PM
April TBD	Nipher vs. NKMS Soccer & Track events (details TBD)
April 17	Nipher Orchestra Concert @ KHS, 6:30 PM
April 18	Night of Percussion @ KHS, 6:30 PM
April 19	Teacher Work Day - <b>No School for Students</b>
April 25	Jazz Fest @ KHS, 6:30-7:30 PM
May 3	8 <sup>th</sup> Grade Dance @ Nipher, 6:00-8:00 PM
May 9	Last day of After-School Activities
May 14	Nipher Band Concert @ KHS, 6:30 PM
May 23	Last Day of School for Students – Early Dismissal

#### AUGUST 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

#### SEPTEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

#### OCTOBER 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

#### NOVEMBER 2023

S	M	T	W	T	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

#### DECEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

#### JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#### FEBRUARY 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

#### MARCH 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

#### APRIL 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

#### MAY 2024

S	M	T	W	T	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

■ First Day of School

● No School

▲ Last Day of School

# Nipher Daily Schedule

Breakfast Program Begins (Bell 1)	7:45am
School Begins (Bell 2)	8:00am
School Ends (Dismissal Begins)	2:55pm
Buses Leave	3:00pm
Activity Dismissal Bell	3:55pm
Activity Bus Leaves	4:00pm

NOTE: On days where After-School-Activities are in session, the Activity Bus is available on Tuesday, Wednesday and Thursday for students who qualify for bus transportation.

## Student Arrival to School

Supervision for students begins at 7:45am. Doors will be locked before this time. Parents should drop off their student(s) after 7:45am. Students must report directly to their class upon arrival. (See Drop-Off Procedures on the next page for further information)

## First Week of School

Tuesday, August 22 will observe a Friday Schedule  
Wednesday, August 23 will observe a Wednesday Schedule  
Thursday, August 24 will observe a Thursday Schedule  
Friday, August 25 will observe a Friday Schedule

## All Staff Development Days

There will be five all-day staff development days this year. On these days, there will be no school for students. The dates are:

1. Tuesday, November 7, 2023
2. Wednesday, January 3, 2024
3. Friday, February 16, 2024
4. Friday, March 15, 2024
5. Tuesday, April 2, 2024

## Last Day of School

The last day of school is Thursday, May 23. This is an early dismissal day. Early dismissal time is 11:25am. On this day, lunch will not be served.

## Drop-Off Procedures

If you will be bringing your child to school, utilize the north parking lot on the north side- closest to the Magic House. For the safety of our students, the south side of our building is reserved for use by our school buses and students who walk. When you pull into the north parking lot, please pull up along the north side of the school and proceed around to the back of the building- the east side. Drop off ONLY on the east side of the building **between the drop-off flags**. You may wait in a line on the right side of the drive to drop off.

Due to construction that will be taking place beginning in August and ending upon the completion of construction, students should be dropped off on the east side close to the stop sign at the south end of the lot. **Again, drop-off is between the flags**. From here, students will proceed down the sidewalk through the bus lot and then enter the building on the South side.

Once your child exits the car, you may proceed to the end of the drive. Then, turn left on School Drive and exit onto Angenette during the drop-off times of **7:45am-8:00am**. Please do NOT stop and drop off your child in the middle of the drive as this may cause traffic to back up behind you, resulting in a dangerous situation as cars try to pull into our lot from Kirkwood Road. Thank you ahead of time for your attention to this procedure.

## After School Pick-Up Procedures

If you will be picking up your child from school, utilize the north parking lot on the north side- closest to the Magic House. For the safety of our students, the south side of our building is reserved for use by our school buses and students who walk. When you pull into the north parking lot, please pull up along the north side of the school and proceed around to the back of the building- the east side. You may wait in a line on the right side of the drive to pick up. Students should walk on the sidewalk that runs along the north and east sides of the school. Once you pick up your child, you may pull to the left to pass other waiting cars. Then, turn left onto School Drive and exit onto Angenette during pickup times of 2:55-3:10pm. Please do NOT stop and pick up your child in the middle of the drive as this may cause traffic to back up behind you, resulting in a dangerous situation as cars try to pull into our lot from Kirkwood Road. Thank you ahead of time for your attention to this procedure.

## Early Pick-Up Procedure

If it is necessary to be excused early from school, a student must bring a note signed by a parent or legal guardian to the main office before school. Students will be called to the office at the pick-up time and can exit the main office when they have signed out AND when they see your car by the exterior “pencils.” Again, all students must sign out at the office when leaving the building.

# Nipher Bell Schedule

## 6th Grade

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:30	1 Homeroom	2 Core or Wellness	1 Homeroom	2 Core or Wellness	1 HR 8:00-8:45 2 8:48-9:33 3 9:36-10:21 4 10:24-11:09 5 11:12-11:57 6 noon-12:47 <b>Lunch 12:47-1:17</b> 7 1:20-2:07 8 2:10-3:00
9:33-11:03	3 Core or Wellness	4 Core or Wellness	3 Core or Wellness	4 Core or Wellness	
11:06-11:55	5 Explo	5 Explo	5 Explo	5 Explo	
11:58-12:47	6 Explo	6 Explo	6 Explo	6 Explo	
12:50-1:20	Lunch	Lunch	Lunch	Lunch	
1:23-3:00  Dismissal begins @ 2:55	7 Core or Wellness	8 Core or Wellness	7 Core or Wellness	8 Core or Wellness	

## 7th Grade

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:30	1 Core or Wellness	2 Homeroom	1 Core or Wellness	2 Homeroom	1 8:00-8:45 2 8:48-9:33 3 9:36-10:21 4 10:24-11:09 5 11:12-11:57 <b>Lunch 11:57-12:27</b> 6 12:30-1:17 7 1:20-2:07 8 2:10-3:00
9:33-10:23	3 Explo & WL	3 Explo & WL	3 Explo & WL	3 Explo & WL	
10:26-12:34 Lunch: 10:40-11:10 Lunch: 11:10-11:40	5 Core or Wellness	4 Core or Wellness	5 Core or Wellness	4 Core or Wellness	
12:37-2:07	7 Core or Wellness	6 Core or Wellness	7 Core or Wellness	6 Core or Wellness	
2:10-3:00  Dismissal begins @ 2:57	8 Inst Music, Explo, WL	8 Inst Music, Explo, WL	8 Inst Music, Explo, WL	8 Inst Music, Explo, WL	

**8th Grade**

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:30	1 Core or Wellness or WL	2 Core or Wellness or WL	1 Core or Wellness or WL	2 Core or Wellness or WL	1 8:00-8:45 2 8:48-9:33
9:33-11:03	3 Core or Wellness	4 Core or Wellness	3 Core or Wellness	4 Core or Wellness	3 9:36-10:21
11:06-1:14 Lunch 11:42-12:12 Lunch 12:15-12:45	5 Core or Wellness or WL	6 Core or Wellness or WL	5 Core or Wellness or WL	6 Core or Wellness or WL	<b>Lunch</b> 10:21-10:51 4 10:54-11:39  OR
1:17-2:07	7 Inst Music, Explo	7 Inst Music, Explo	7 Inst Music, Explo	7 Inst Music, Explo	4 10:24-11:09 <b>Lunch 2</b> 11:09-11:39
2:10-3:00  Dismissal begins @ 2:59	8 Homeroom	8 Homeroom	8 Homeroom	8 Homeroom	5 11:42-12:27 6 12:30-1:17 7 1:20-2:07 8 2:10-3:00

# Attendance

## **Early Dismissal:**

If it is necessary to be excused early from school, a student must bring a note signed by a parent or legal guardian to the main office before school. Students will be called to the office at the pick-up time and can exit the main office when they have signed out AND when they see your car by the exterior “pencils.” Again, all students must sign out at the office when leaving the building.

## **Excessive Absences:**

As a school, we realize that some absences are unavoidable. It becomes very difficult for a child to master a subject and to succeed in school when they are excessively absent. Missouri law mandates that we report excessive absences to the Family Court. Communication between school and home is very important for the success of our students. The following procedures are in place in order to assist in providing each child with the best opportunity to be successful:

When a child has exceeded five absences for any reason during a given quarter, a letter will be sent home making families aware of the exact number of days the child has been absent from school. At this time, a school counselor may become involved with the family.

If the student continues to have excessive absences, the assistant principal’s office will contact a parent or guardian via telephone. At this time, a meeting with the team teachers, administrator, and parents may be necessary. The assistant principal’s office may request a doctor’s note for absences due to medical reasons.

If the student’s attendance does not improve, or exceeds ten days, the school may be obligated to file a report on the child with either the city or County Juvenile Court.

## **Pre-Arranged Absence Request:**

Any student who wants to accompany his or her parents on a trip or miss school for multiple days, must get an extended absence form from the office one week in advance of the departure date. The form should be signed by the student's parents or legal guardians and teachers. After all teachers have signed the form, the student is asked to turn it into the attendance secretary in the main office. **IT IS THE STUDENT'S RESPONSIBILITY TO COMPLETE ANY ASSIGNMENTS MISSED DUE TO AN ABSENCE, AND THEY MUST COMMUNICATE/ COORDINATE WITH THEIR TEACHERS.**

## **Reporting an Illness or Absence:**

If a student is ill, parents are asked to call the main office at 314.213.6100 x8125 before 9:30 a.m. When a phone call is not possible, the student should bring a note signed by a parent or guardian, explaining the absence, the first day he or she returns. In order for a student to be excused, a parent or guardian must call or write a note. Any student who has been ill should not return to school until his or her temperature and or other symptoms have subsided for 24 hours.

**Students must be at school to attend any after-school activity or ceremony.**

**Tardiness to Class During Day:**

**Students are expected to be in all their classes on time.** Teachers and staff sending students late to their next class should provide the students with a pass. Students who are late to class without a pass will be admitted to class and counted as tardy.

**Consequences (per quarter):**

1. Offenses 1 through 4: warning
2. Offense 5: Referral written to administrators; a phone call to parent, restorative conversation/ problem-solving and lunch detention/after-school detention

**Tardiness to School:**

All students are to be in their assigned classrooms and ready to work by 8:00 a.m. Any student who is at school but not present in the classroom at this time is tardy (see tardiness to class during school day). If the student arrives to school after the 8:00 a.m. bell, he or she must sign in at the main office and receive a pass to class. When a student is tardy to school five or more times in a quarter, he or she will conference with an administrator. Disciplinary consequences may be assigned, depending on circumstances.

# Guidance/Counseling

Nipher Middle School is staffed with three school counselors. A counselor is assigned to each grade and meets weekly with the team faculty members. Counselors help all students in their academic and social development, while providing important information to students, parents, and teachers regarding early adolescence. The counselors help teachers plan special activities in the classroom, lead discussion groups, give tests, and explain test results to parents and/or students. They are also available to assist students with any problems or questions they may have. Students may stop at the counseling office before school, after school, between classes, or during class with teacher permission.

Mr. Nelson Taylor: Grade 6 Counselor (x8043)

Mrs. Lauren Wallace: Grade 7 Counselor (x8041)

Mrs. Carmon Griffin: Grade 8 Counselor (x8040)

Mrs. Stephanie Smith: Registrar and Guidance Secretary (x8042)

Main Office: 314.213.6180



# Communication

At Nipher Middle School, we strive to strengthen the school-home relationship in part through excellent communication with families. Here are a few methods we utilize to communicate.

## Infinite Campus

Infinite Campus is our district online grade book program. You can expect grades in Infinite Campus to be updated regularly. As well, you will also have access to online report cards from this site. Each Thursday, an automated email is sent to you from Infinite Campus that lists your child's missing assignments.

If you do not already have access to this online gradebook, please email [icportal@kirkwoodschools.org](mailto:icportal@kirkwoodschools.org) with the following information: your full name, student's name, school, grade level, and reason for the email (ex: login information/account).

## eBlast Newsletter (Nipher Knights News)

Each Wednesday during the school year an email communication will go home to parents. This communication is full of important dates and happenings at Nipher Middle School. If you are not receiving this email, please contact Nipher (314-213-6180) so we can be sure your email is correct in our system.

## Conference Schedule

Parents are encouraged to contact the school to discuss their child's progress. There will be opportunities in the fall and spring to review progress through scheduled parent-teacher conferences. Please look to the eBlast for [sign-up information through MyConferenceTime](#) as dates approach.

Thursday, October 12	<u>Virtual</u> Parent Conferences 3:15-4:30pm
Thursday, October 12	Parent Conferences 5:15-7:30pm
Thursday, October 19	Parent Conferences 3:30-5:30pm
Friday, October 20	Parent Conferences 8:00-11:30am
Thursday, February 1	Parent Conferences 3:15-7:00pm
Wednesday, February 7	Parent Conferences 3:15-5:45pm

## Getting Involved (PTO)

All parents or guardians are invited to participate in our active Parent Teacher Organization (PTO). All of our initiatives and events are carried out by volunteer teams who typically work with only one crew.

Our officers & chairs meet only four times a year to oversee all of the amazing work being done by the various teams. Those four dates are:

September 13, 2023- 6:00-7:00pm  
November 8, 2023- 5:00-6:00pm  
February 7, 2024- 6:30-7:30pm  
April 3, 2024- 6:30-7:30pm

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

- Host appreciation gatherings
- Host conference nights
- Host orientations
- Host parent education events
- Plan and implement dances
- Plan and implement celebrations
- Plan and implement Turkey Trot
- Provide funding for field trips
- Provide funding for orientations
- Provide scholarships for teachers' classrooms
- Support Positive Behavior Incentive Programs

Here are some fundraising opportunities with which you can get involved. Please look for more information in the Nipher eBlast:

- Greentree French Fry Booth- September 15-17, 2023
- Giving Opportunities through MySchoolBucks- ongoing
- Trivia Night at Ursuline Academy- November 11, 2023

# Academics

## Curriculum

### **Core:**

Our core curriculum provides students with the skills and concepts they need to be successful in every content area. The core curriculum includes English Language Arts (ELA), social studies, mathematics, and science. All students participate in this core program.

### **Exploratory Programs:**

Exploratory activities provide an opportunity for students to investigate a variety of activities in the aesthetic arts, practical arts, and modern languages. The sequence, beginning with 6th grade rotations, involves experiences in these areas with the eventual opportunity for some student selection of electives.

### **Wellness Program:**

The Wellness program is a combined curricular offering of health, physical education, and fitness. Each student is enrolled in a year-long wellness course.

# Report Card/Grading Practices

## Parent Internet Viewer:

Parents and students have the ability to view student grades and assignment information online. We provide this access through an **Infinite Campus (IC)** feature of our teachers' online gradebooks. This secured access requires an Internet connection, and a confidential user name and password that are issued to parents by the school office. If you are unable to access report cards via Infinite Campus, please contact the main office for instructions.

## Policy:

Each quarter rubric scores will be given to students for all of their courses. Letter grades are only given for high school credit courses.

### 3.4 to 4.0

Student meets and frequently surpasses defined standards and expectations illustrated by higher-level thinking, in-depth inferences, and applications.

### 2.7 to 3.399

The student meets defined standards and expectations.

### 2.0 to 2.699

The student is nearing defined standards and expectations, but not demonstrating secure performance with standards and expectations.

### 1.to 1.999

The student struggles to meet the defined standards and expectations.

### Below 1.0

The student has demonstrated little measurable competence.

### Blank

The teacher does not have enough evidence to make an accurate assessment of the student's competence.

## Report Cards, Progress Reports And Conferences:

The tentative dates for report cards, progress reports, and parent conferences are listed below. Teachers should keep their gradebook updated **weekly** with communication of student progress. All conferences are by appointment. Please sign up with the link provided in the weekly Nipher Knight News eBlast as the dates near.

Wednesday, October 26

1st Quarter Report Cards on Infinite Campus

Thursday, October 12

Virtual Parent Conferences 3:15-4:30pm

Thursday, October 12

Parent Conferences 5:15-7:30pm

Thursday, October 19

Parent Conferences 3:30-5:30pm

Friday, October 20

Parent Conferences 8:00-11:30am

Thursday, January 5

2nd Quarter Report Cards on Infinite Campus

Thursday, February 1  
Wednesday, February 7

Parent Conferences 3:15-7:00pm  
Parent Conferences 3:15-5:45pm

Wednesday, March 13

3rd Quarter Report Cards on Infinite Campus

Friday, May 24

4th Quarter Report Cards on Infinite Campus

## High School Credit

Students who successfully complete Algebra 1 and or a full-year of a course in one of the world language classes will be eligible to receive high school credit for their academic work. Students will receive a grade for these courses, and the academic letter grade will be a part of their high school GPA. High school grading and GPA equivalent is as follows:

Grade of A = GPA 4  
Grade of A minus = GPA 4  
Grade of B+ = GPA 3.5  
Grade of B = GPA 3  
Grade of B minus = GPA 3  
Grade of C+ = GPA 2.5  
Grade of C = GPA 2  
Grade of C minus = GPA 2  
Grade of D+ = GPA 1.5  
Grade of D = GPA 1  
Grade of D minus = GPA 1  
Grade of F = GPA 0

## Gold N Award

This scholastic award is given to all Nipher grade 8 students who have earned an average rubric score of 3.4 or above. This score is calculated after the 3<sup>rd</sup> quarter of grade 8.

## Homework and Planners

You should expect your child to devote an average of one to one and one-half hours per night on work completed at home. This may vary during the course of the year, depending on special projects or assignments. Teachers will provide you with more specific guidelines as they relate to the expectations of their classes. The purpose of assignments includes: providing teachers with evidence of student learning, extending the practice of skills, reviewing material, extending the classroom learning, or completing a project. Students should understand and be able to explain the purpose for the assigned homework. Homework, especially for practice and formative assessment, may not be recorded for a grade.

We believe that learning is important and should continue after school hours. Regular homework is a means to reinforce, encourage, and extend the learning experience. If a student has been absent from school, he or she will need to talk to their teachers in order to make up work. Teachers may be e-mailed at any time with questions.

Each student will be provided with a planner for their use as an organizational tool. Use of this planner to record assignments and due dates will be required as part of the Homeroom course. If a student loses their planner, a new one may be purchased from the office for a fee.

## **Homeroom**

Homeroom is a class that is held during first hour for grade 6, second hour for grade 7 and 8th hour for grade 8. It serves as an advisory period for all students. Homeroom classes are typically smaller in size and are designed to foster intellectual, social, emotional, and ethical development for students in the middle grades. In Homeroom, students will participate in character education lessons, team-building activities, and class meetings that address topics such as bullying prevention, conflict mediation, and responsible citizenship. The goal of Homeroom is to provide each student with the opportunity to develop a trusting relationship with the Homeroom teacher and a sense of community among Homeroom classmates.

## **Climbing Wall**

Throughout your child's three years at Nipher, he or she will participate in wall climbing activities. Your child may be climbing during Physical Education and Fitness classes or as part of the intramural program. Indoor rock climbing is one of the fastest growing activities today. It simultaneously develops coordination, strength, flexibility, and cardiovascular fitness. Additionally, important life skills like problem solving, team building, goal setting, perseverance, inner confidence, and patience will be learned from various climbing activities.

At Nipher Middle School, we are climbing on a 20-foot by 20-foot vertical wall and 20-foot by 10-foot traverse wall. When climbing vertically, students will learn the proper techniques and safety precautions involved in belaying one another. When climbing horizontally, on the traverse wall, students will challenge themselves as they find new routes and gain confidence.

In order for your child to be an active participant, review the Dress Standards, Rules and Expectations, and Permission to Participate that follow. Then, sign the permission form online through MySchoolBucks. Without a signed permission form, your child may not be an active participant in climbing.

### **Dress Standards:**

1. All climbers should wear loose fitting, comfortable clothing that will allow for ease of movement and adequate ventilation.
2. All jewelry including rings, necklaces, bracelets, watches, etc. should be removed prior to climbing. This safety precaution is non-negotiable. (Students are responsible for the safekeeping of any personal possessions).
3. Shoes, such as tennis shoes with a sticky rubber base, are essential for successful climbing. Climbers should avoid shoes that have a hard rubber base or higher heel. Shoelaces must be tied tightly during all climbing activities.
4. Climbers will lose all climbing privileges for any unsafe or inappropriate behavior for the remainder of the school year.

**Rules and Expectations:**

- 1.Any use of the climbing wall must be approved in advance and supervised by at least one qualified climbing wall instructor.
- 2.Student climbers will experience “challenge by choice.” Participants will be asked to attempt no more than they “choose” to do.
- 3.All climbers must have a “spotter” who has been taught and has demonstrated the skills of safe “spotting” and belaying when climbing.
- 4.All climbing wall participants must have a signed permission form. (Climbers under 18 are required to have their parent’s or guardian’s signature on the form). This form must be on file or presented at the time of climbing. No exceptions will be made to this rule!
- 5.Climbers are prohibited from walking underneath a climber while he or she is on the wall.
- 6.Climbers are prohibited from climbing above the three-foot safety line on the traverse portion of the wall.
- 7.Shoes must be worn at all times. Shoelaces must be securely tied during all climbing activities.

**Permission to Participate:**

My child and I have read and reviewed the climbing wall safety rules and expectations together. We understand that climbing involves some risk of injury and have stressed the importance of following the safety rules and expectations. My child has no physical or psychological problems that would prohibit my child’s participation in the climbing wall activities or inhibit my child’s ability to understand or follow the rules and expectations.

I understand that although Nipher Middle School has taken precautions to provide proper use and supervision, there are certain dangers inherent in the activity and it is impossible to guarantee safety. Knowing all of this, I understand that my signature on MySchoolBucks gives my child permission to participate in the climbing wall activities at Nipher Middle School and I waive any claim which may arise against Nipher Middle School, Kirkwood School District R-7, and or its employees, agents, and administrators and Board of Education.

## Library

All students are encouraged to use the library between 7:45 a.m. and 3:00 p.m. When not accompanied by a teacher, each student must have a pink slip or eHallpass. Books may be checked out for a two-week period. Magazines and certain encyclopedias may be checked out overnight. Students have a responsibility to return books when they are due.

Nipher’s Library is always ready to help you find books to suit your needs and interests and to assist you with class projects and research. Students visit the library with classes and also have opportunities to visit the library independently. Our E-book collection is accessible on your iPad. The Library home page lists dozens of convenient links for quick access to information.

Borrowing materials from the library is a privilege, and the prompt return of library materials is necessary so that all students may have equal access. Standard check-out period is two weeks. Books may be renewed if no other patrons have requested a hold. There are no daily overdue fines, but students may not check out new books if they have an overdue book. Replacement fees are charged for lost or damaged materials. Consequences may be required for students who do not pay for lost or damaged books. E-mails are automatically sent to students and families every week to let you know if there are any overdue items.

Please visit us online at [sites.google.com/kirkwoodschools.org/nipherlibrary/home](https://sites.google.com/kirkwoodschools.org/nipherlibrary/home).

## Field Trips

When students leave the Nipher campus for field trips, appropriate behavior (Following the Knight Vision) is expected. If a student is displaying behavior concerns prior to a field trip, he or she may be restricted from attending the field trip. Students may not attend a field trip if, during that quarter, they had two discipline referrals resulting in ISS or one incident resulting in OSS. For example, if an 8th grade student receives OSS during the 4th quarter of the school year, they risk being able to participate in the 8th grade school trip in May. I understand that my signature on MySchoolBucks gives my child permission to participate in field trip activities at Nipher Middle School throughout the school year.

## Turkey Trot

The Nipher Turkey Trot will be held on the morning of Tuesday, November 21. This is a beloved annual tradition, and a chance for our students to promote fitness and spirit by walking or running through our beautiful community. Students will have the option of walking or competing in a two-mile road course. We will have parents acting as corner marshals and the Kirkwood Police Department will be assisting in keeping our children safe. Teachers will also be accompanying children on both the run and the walk.

All students will be participating in the Turkey Trot. Students who do not have signed permission in MySchoolBucks, or students whose parents are not comfortable with them going off-campus, will be helping to support the Turkey Day tradition and promote physical activity by walking the Nipher track.

Please note: if your child has permission to participate, and your child has ASTHMA, please be aware that we will be running off campus. We will have a “sag” wagon behind the runners, and students will be given an opportunity to use an inhaler prior to the start of the event. If your child has asthma and does not have ready access to an inhaler on the morning of Tuesday, November 21, we will require your child to stay on campus and walk the track in order to ensure his or her safety.

## Copyright

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

### Did you know?

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

### Artificial Intelligence (AI)

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

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

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

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

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

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

- 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.
- Do not assume you may use any and all material without asking for permission.
- There are guidelines for print, audiovisual, video, multimedia, music, and others. Students are permitted to use limited amounts of material without permission.
- Cite sources according to APA or MLA Formatting. Give other authors credit for their work.

# **Student Expectations**

## **PBIS**

The Nipher Middle School Positive Behavior Support and Intervention Plan is designed to help create a climate of academic excellence, respect, and safety for all students at Nipher. This plan is based on seven guiding principles. We believe these principles will help create an optimal learning environment for the students and staff at Nipher Middle School.

The seven principles of PBIS are:

1. Clear expectations for student behavior
2. Clear and consistent strategies for teaching appropriate behavior
3. Clear and consistent strategies for encouraging appropriate behavior
4. Clear and consistent strategies that discourage inappropriate behavior



5. A support system for students with exceptional needs
6. Strategies for communicating the behavior plan to teachers, students, and parents
7. Methods for evaluating and revising the plan



All students are expected to comply with all school and classroom expectations. Failure to comply could lead to disciplinary action. School rules apply in the school building, on the school grounds, at recognized school functions, and on the way to and from school. Knight Vision tickets may be given to students for displaying compassion, teamwork and/or perseverance and can be entered into regular drawings for prizes.

### **Behaviors That Affect Learning:**

Behaviors that affect learning are three standards that Kirkwood middle school teachers have identified as those impacting learning in all content areas and deserving of feedback on our standards-based report card. The behaviors that affect learning are:

#### **Behavior #1: Character, Compassion, and Respect**

1. Student treats others with kindness
2. Student volunteers to help others
3. Student seeks to understand other perspectives
4. Student contributes appropriately

#### **Behavior #2: Learning and Perseverance**

1. Student submits quality work on time
2. Student responds well to feedback and uses it to improve
3. Student arrives prepared for class
4. Student accepts challenging work and strives to learn from it
5. Student demonstrates effort through the revision process

#### **Behavior #3: Teamwork and Relationships**

1. Student makes an effort to build connections
2. Student listens to others' ideas and praises others' contributions
3. Student contributes appropriately during lessons and or activities

# Discipline Policy

Philosophy of Student Discipline: The role of the Kirkwood School District (KSD) staff is to ensure all students learn in a safe, respectful, effective, nurturing environment. The purpose of discipline is to provide opportunities for students to develop empathy, learn and practice self-regulation skills, and learn pro-social behaviors.

## Commitments

1. We believe positive relationships with students and families are essential in establishing an environment of trust.
2. Discipline must include proactive and preventative practices, as well as reflective, responsive and restorative techniques.
3. Expected behaviors must be taught, reinforced, and addressed consistently, while remaining respectful of each child's needs and developmental level.
4. Because student discipline is directly related to learning, we believe all staff must be equipped to address student behavior in a positive, holistic manner.
5. Ongoing professional development is essential for KSD staff to be responsive to the individual needs of our learners and helps to provide discipline in ways that teach and instill desired behaviors and life skills.
6. In order to maximize learning opportunities, we are committed to reducing the time any student is not included in the classroom.
7. Practices that remove students from the classroom, such as in-school suspension, will be used to provide opportunities for students to reflect, restore relationships and/or make reparations for behaviors.
8. Out-of-school suspension (OSS) is limited to incidents posing a serious and credible threat to the safety of students and/or staff, including incidents where suspension is required by the Safe Schools Act.
9. Minimizing out-of-school suspension is a goal of the Kirkwood School District.

The discipline policy in its entirety can be found in Board Policy JG-R1.

## Dress Standards

The Board of Education has established policy Administrative Procedure (JFCA) on dress and grooming. It reads as follows:

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable.

The Board of Education has established policy Administrative Procedure (JFCA-AP[1]) on dress and grooming. The full policy can be accessed through [Board Docs](https://www.kirkwoodschoools.org/Page/10881) (<https://www.kirkwoodschoools.org/Page/10881>)

When a student's dress or appearance does not comply with the criteria outlined in policy JFCA-AP(1), 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.

### **Detentions:**

Generally, detentions are assignments to supervised study areas before school, during lunchtime, or after school hours. A detention may range from 15 minutes to an hour at the discretion of school officials. The student is responsible for making alternative transportation arrangements. For after-school detentions, eligible students will be allowed to ride the 3:55 p.m. activity bus. Failure to report will result in further disciplinary action.

### **In-School Suspension (ISS):**

Students assigned to ISS will abide by the established guidelines and must complete assignments given by teachers. The program is designed to aid students in developing controlled behavior and to promote advancement within the school program. Additionally, Nipher Middle School participates in restorative practices to problem solve and ease the student transition back into the classroom. Violations of ISS rules will result in an out-of-school suspension. **Students may not participate in after-school activities on the days they are assigned to ISS.**

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

Students may be suspended from school for serious or chronic infractions. Suspensions of up to ten days may be assigned by the principal or assistant principal. Recommendations for suspensions of over ten days or expulsion will require a hearing with the superintendent or assistant superintendent. **During the time of a suspension, the student is not permitted on any Kirkwood School District property.**

## **Buses**

Some bus basics include:

- Only students who live 1.5 miles or more away from school or in an area that is designated a hazardous route qualify for free transportation to and from school.
- Students who do not qualify for bus transportation are NOT permitted to ride the bus to a friend's house.
- Any student who misses the bus should come to the office and a call will be made to the parent to arrange transportation home.
- Parents must notify the office **in writing at least 24 hours in advance** if it is necessary for their student to get off at a different stop. This note must be approved by the office and presented to the bus driver. **Because many buses are filled to capacity, it is not possible for your child to ride a bus that is not their assigned bus.** Thank you for understanding and working with us.

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

**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 Student Discipline (located under [JG-R1](#) of school district policies).

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

Students who receive referrals for bus behavior will face consequences consistent with Kirkwood School District policy. These consequences may include suspension from riding the school bus for one or more days.

## Electronic Devices

These are personal devices such as phones, iPods, iPads, AirPods, etc. Personal electronic devices that are brought to school must remain turned off in the student's backpack during the school day from 8:00 a.m. to 3:00 p.m. Students who choose to bring these items to school are doing so at their own risk. Nipher will not be responsible for the loss of these items. Personal electronic devices in use will be noted by a staff member. Consequences for use of these items are as follows:

1. Offenses one through two: Warning
2. Offenses three through five: Detention
3. Additional offenses: Referral to Administrator; additional consequences may be assigned

If you must reach your child during the day, please call the main office at 314-213-6180. If they need to reach you, there is a phone in the office they may use with permission for this purpose.

## Cell Phones

Use of the office telephone should be reserved for emergencies. **Student cell phones should be turned off and out of sight from 8:00am to 3:00pm each day.**

Generally speaking, communication between and among students that takes place outside of school is not of concern to Kirkwood staff unless it is brought to our attention because there is a disruption to the learning environment and/or to our students. If there are conflicts or disruptions brought to our attention, these will be addressed through our discipline guidelines. Common

reasons for our involvement include name calling, bullying, and threats. Here are some examples to further clarify how our discipline guidelines and school procedures can intersect with student cell phones and internet activities:

### **Social Media:**

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

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

### **Cell Phones:**

Example #3: A phone that rings in class will be recorded by staff because we have explicitly asked that cell phones not disrupt the learning environment. Phone violations that are recorded will be treated in accordance with the cell phone policy. Parent involvement may be required.

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

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

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

# **Technology**

## **iPads**

Kirkwood School District is excited to loan Nipher middle school students with 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.

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

## **Conduct Code**

**We Are Compassionate**

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

**We Work As a Team**

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

**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

**Minor Infraction Discipline Procedure:**

1. Warning and loss of iPad for class period
2. Lunch Detention (served in ISS room)
3. After-school detention
4. Office Referral

**Safety:**

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

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

**Insurance Payment:**

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

The site may be accessed through the Nipher Middle School website, <http://kirkwoodschoools.org/Domain/2201>

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. Payments are not always possible through the phone app, though. For consistent success, please use a browser. Those who prepare to not use our online payment option can pay via cash or check, working directly with the school office.

# After School Activities

## Power Hour

Nipher Middle School students may participate in Power Hour as one of many after school activities. During Power Hour, students may utilize a variety of resources in our Library Media Center to enhance the quality of their school assignments. Teachers will be available to help students strive towards their academic goals. "Power Hour" will take place every Tuesday, Wednesday, and Thursday.

Power Hour begins at 3:00 p.m. Attendance records will be maintained, and **students are expected to arrive on time prepared to immediately begin their schoolwork**. Students will not be allowed to leave the Power Hour areas until dismissal at 3:55 p.m.

Students must follow the Power Hour rules in order to maintain their participation in the program.

**Power Hour Rules:**

1. Arrive to the cafeteria immediately upon dismissal. A teacher will walk you to the Power Hour classroom.
2. Enter the area quietly and remain quiet throughout the session.
3. Arrive with all of the work materials, rubrics, assignments (assignment book), writing utensils, books, and supplies that you need to complete 50 minutes of work.
4. You must be respectful to all Power Hour team members and to all Power Hour participants.
5. You may not leave the Power Hour area without a pass from a Power Hour team member.
6. You may not bring food, candy, or drinks into the Power Hour area.
7. Students who cannot follow all of the Power Hour rules will not be allowed to participate in the Power Hour program for temporary or extended periods of time, based on their individual history of behavior during Power Hour.

Please review the Power Hour rules with your parent or legal guardian. On the day you are staying for Power Hour, you must sign up electronically by the end of lunches.

## **Intramurals & Clubs**

Extracurricular activities are an integral part of the middle school years. Intramural sports, clubs, and fine arts productions enhance students' academics, as well as provide time to explore common interests with new friends. Most importantly, participation in any of the after school activities will provide students with a sense of accomplishment and personal pride. The activities are designed to encourage organization of time and promote school spirit.

Nipher Middle School's Activity Program offers a variety of activities each semester to students of all grade levels. Activities take place after school at 3:00 p.m. on Tuesdays, Wednesdays, and Thursdays. Activities are available to all students after they pay their \$20 activity fee. The activity fee is \$10 for students who qualify for free or reduced price meals.

**Students MUST sign up for ALL activities electronically before lunch is over on the day of the activity in order to stay and participate.** Students are expected to report directly to the cafeteria at 2:55pm (upon their dismissal from class). Students are to depart promptly from school grounds or wait at the bus loading area when the activity concludes and the bell rings close at 3:55 p.m. Each after-school activity will be announced during morning announcements at least one day in advance, but you can also find a listing of after-school activities on the Nipher Middle School web site.

Intramurals are designed to promote recreational opportunities while enhancing skills, social development, and physical fitness. Students are reminded that participation in the Nipher Intramural Program is a privilege and that all school rules apply. Participation guidelines include:

1. Appropriate conduct and a cooperative attitude are expected at ALL times. All regular Nipher school rules are in effect before, during, and after activities.
2. Students are expected to follow the fundamental rules and regulations for each activity.
3. Students are expected to be on time (3:00 p.m.), at the proper location, and with the appropriate equipment (including tennis shoes) when participating in an activity.



Activities begin at 3:00 p.m. Students will be dismissed at 3:55 p.m. You must arrive on time and stay for the duration of the activity.

4. You MUST participate in the assigned activity. There will be no observing, only participating.
5. You MUST sign up for the activity electronically the day of the activity. You may not sign up your friends. If you fail to follow the sign-up rules and then show up to play, you will be escorted to detention and risk being suspended from all after-school activities per the discipline guidelines.
6. Bell-to-bell NO CELL includes after-school activities. Put the phone away, please.
7. Students are responsible for their own equipment or property. Nipher does not assume responsibility for students' personal possessions.
8. All injuries should be immediately reported to the Activity Sponsor.
9. After-school detentions take precedence over activity involvement. **In- or out-of-school suspension will forfeit your privilege to participate in ALL after school activities for that day.**
10. Participation in Nipher vs. North and student vs. faculty games is dependent upon consistent school attendance, academic achievement, appropriate behavior, and involvement in the designated activity.

#### **Activity Fee 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 Nipher Middle School website, <http://kirkwoodschools.org/Domain/2201>.

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. You will need each student's identification number to create accounts.

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. Payments are not always possible through the phone app, though. For consistent success, please use a browser. Those who prepare to not use our online payment option can pay via cash or check, working directly with the school office.

#### **Activity Bus Information:**

The after-school activity bus is a service offered to Nipher students who are eligible to ride a school bus and participate in after-school clubs, intramurals, detentions, or other approved activities. The activity bus will be offered beginning the third week of school, and will operate on a regular schedule (Tuesday, Wednesday, and Thursday) each week. Students will be informed of any cancellations as soon as possible so they can ride their regular bus home or make other

necessary arrangements. The VICC and Kirkwood Activity buses typically depart Nipher between 4:00 p.m. and 4:05 p.m.

Students who ride the activity bus will meet IN THE SOUTH GYM at 3:55 p.m. to sign up for the bus. After that time, students will line up against the red mats and then board the bus as a group after being dismissed from the gym (about 4:00pm) when the bus arrives. Students will be picked up on the south side of Nipher, east of Edgewood Drive. Since there is only ONE activity bus for resident students, the bus will not stop at all stops that are designated during their regular route. Please work with your student to determine the closest stop to your home prior to their participation.

**Activity Bus Stops:**

Big Bend & Milwaukee  
Fillmore & Gordon  
Rose Hill & Couch  
Craig & Craig Woods  
Craig & Kinyon Ct  
Old Big Bend & Ballas  
Ballas & Thursby  
Ballas & Woodbine  
Big Bend & Glenwood East  
Big Bend & Glenwood West  
Barret Station & Barret Brae  
Big Bend & Barberry  
Big Bend & Glenwood South  
Big Bend & Glenford Ct  
Big Bend & Forest  
Big Bend & South Geyer  
Big Bend & Lacouer  
Homes & Melshire  
Holmes & East Elliot  
Holmes & Monroe  
Holmes & Argonne  
Argonne & Sappington  
Sappington & Lockwood  
Sappington & Hawbrook  
Sappington & Essex  
Sappington & Moreland  
Sappington & Brownell  
Sappington & Kirkham  
Sappington & Glenmoor  
Sappington & Nancy Carol  
Manchester & Sturgis  
Manchester & Mariedale

Dickson & Dickson Ct (behind Hucks)  
 Dickson & Chelsea  
 Dickson & Gaslite  
 Dickson & Essex  
 Essex & Woodlawn  
 Longview & Taylor

### Calendar of Intramural Events 2023-2024

This is a tentative schedule of intramural activities. Please listen to the daily morning announcements during contact class for specific intramural activity details. If interested in participating in an intramural event, please sign-up through your email on the day of the scheduled event. **No more than 20 students will be allowed to participate in any event.**

**All Intramural Activities are for all grades each day except where otherwise noted.**

<b>2023-2024 Intramural Calendar</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
September 5, 6, 7	Kickball (XC Practice)	Kickball	Kickball (XC Practice)
September 12, 13, 14	Kickball (XC Practice)	Kickball	Kickball (XC Practice)
September 19, 20, 21	Ultimate Frisbee (XC Practice)	Ultimate Frisbee	Ultimate Frisbee (XC Practice)
September 26, 27, 28	Wrestling (XC Practice)	Wrestling	Wrestling (XC Practice)
October 3, 4, 5	Wrestling (XC Practice)	Wrestling	No intramural after school <b>NMS v NKMS Wrestling Meet at KHS 6:00pm (XC Practice)</b>
October 10, 11, 12	Floor Hockey (XC Practice)	Floor Hockey	<b>NO ASA PT Conferences</b>
October 17, 18, 19	Floor Hockey (XC Practice)	<b>XC Meet @ Kirkwood Park 3pm-5pm</b>	<b>NO ASA PT Conferences</b>
October 24, 25, 26	Floor Hockey	Floor Hockey	Floor Hockey
October 31, November 1, 2	Volleyball	Volleyball	Volleyball
November 7, 8, 9	<b>NO SCHOOL Election Day</b>	Volleyball	Volleyball
November 14, 15, 16	Badminton	Badminton	Badminton
November 21, 22, 23	<b>NO ASA</b>	<b>NO SCHOOL THANKSGIVING BREAK</b>	<b>NO SCHOOL THANKSGIVING BREAK</b>
November 28, 29, 30	Volleyball	Volleyball	Volleyball
December 5, 6, 7	Volleyball	Volleyball	Volleyball
December 12, 13, 14	Volleyball	Volleyball	<b>NMS v NKMS 8th Grade Volleyball @ Nipher</b>
December 19, 20, 21	<b>NO ASA</b>	<b>NO SCHOOL</b>	<b>NO SCHOOL</b>

January 2, 3, 4	<b>NO SCHOOL</b>	<b>NO SCHOOL</b>	<b>NO ASA</b>
January 9, 10, 11	Dodgeball (6th grade only)	Dodgeball (7th grade only)	Dodgeball (8th grade only)
January 16, 17, 18	Basketball (6th grade only)	Basketball (7th grade only)	Basketball (8th grade only)
January 23, 24, 25	Basketball (6th grade only)	Basketball (7th grade only)	Basketball (8th grade only)
January 30, 31 and February 1	Basketball (6th grade only)	Basketball (7th grade only)	<b>NO ASA PT Conferences</b>
February 6, 7, 8	Basketball (6th grade only)	<b>NO ASA PT Conferences</b>	Basketball (8th grade only)
February 13, 14, 15	Basketball (6th grade only)	Basketball (7th grade only)	Basketball (8th grade only)
February 20, 21, 22	<b>NMS v NKMS 8th Grade Boys Basketball @ NKMS</b>	<b>NMS v NKMS 8th Grade Girls Basketball @ NKMS</b>	Basketball (6th and 7th grades)
February 27, 28, 29	Matball	Matball	Matball
March 5, 6, 7	Soccer	Soccer	Soccer
March 12, 13, 14	Soccer	Soccer	<b>NO ASA</b>
March 26, 27, 28	Soccer (6th and 8th grades)	Soccer (7th and 8th grades)	Soccer (8th grade only)
April 2, 3, 4	Soccer (6th and 8th grades)	Soccer (7th and 8th grades)	Soccer (8th grade only)
April 9, 10, 11	Soccer (6th and 8th grades)	<b>Nipher v NKMS Soccer Games at KHS</b>	Track (8th grade only)
April 16, 17, 18	Track (6th grade only)	Track (7th grade only)	Track (8th grade only)
April 23, 24, 25	Track (6th grade only)	Track (relays)	<b>Nipher v NKMS Track Meet at KHS</b>
April 30 and May 1, 2	<b>Nipher v NKMS Track Meet at KHS RAIN DATE</b>	Kickball	Kickball
May 7, 8, 9	Kickball	Kickball	Kickball <b>LAST DAY FOR ASA</b>

# School Safety

## Our SRO

Hello Nipher families, I am Officer Anthony “TJ” Stemmler. This will be my first year at Nipher as the School Resource Officer, but I have been with the district for 6 years working with the Elementary Schools. I have 20 years of Law Enforcement experience and 9 of those years have been dedicated to working with youth.

I am passionate about what I do. I believe in the National Association of School Resource Officer (NASRO) triad. First, I am a Law Enforcement Officer. With that said, and I want this to be clear. I AM NOT A DISCIPLINARIAN. The safety and security of my staff and students is of the utmost importance but discipline related matters would be addressed by administrators. It is important to me to promote a positive school climate by visiting classrooms, being visible and approachable, to build relationships with students, their families, and staff. I have an open door policy to discuss any questions or concerns anyone may have.

Second, I am an educator. I am able to provide educational programs on topics such as the role of law enforcement in the community, criminal law, personal safety, bullying, drug prevention, mental health and internet safety. I will also work with the school and community to develop programs that address crime and safety issues in their neighborhood.

Third, I am an informal counselor or mentor. Nipher has an excellent support staff and I will be an additional support/resource for them and the students. I want students who are struggling with peer pressure (drugs, alcohol, etc), bullying, or mental health to know I am always available to talk with.

I encourage you to reach out to me if you have any questions or concerns about your child's safety or well-being. You can contact me by phone at 314-213-6180 (x8021) or email at [tj.stemmler@kirkwoodschools.org](mailto:tj.stemmler@kirkwoodschools.org) or [stemmlaj@kirkwoodmo.org](mailto:stemmlaj@kirkwoodmo.org)

I look forward to working with you and your student this school year.

Respectfully,  
Anthony “TJ” Stemmler  
SRO  
Kirkwood Police Department

## Emergency Contacts

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

## Emergency Situations and Drills

Students will participate in regular fire, tornado, earthquake, and [ALICE/Intruder](#) drills throughout the year. All teachers and students will be given information about safety procedures appropriate for such situations. In the event of an actual emergency situation, you may understandably want to pick up your child from school. Be sure to check the local news and radio stations, or our district website [www.kirkwoodschoools.org](http://www.kirkwoodschoools.org) for emergency information. NOTE: Emergency information will NOT be shared via Facebook or Twitter because not all families use those social media tools.

It is the Kirkwood School District's goal to notify parents of an incident or crisis as quickly as possible. We strive to provide the most accurate and timely information. We ask that you remember that all of the KSD staff members care about your children. We know you are worried and anxious. We want to provide you with information without creating undue alarm or anxiety.

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

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

## Searches and Weapons

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

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

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

## Staff Boundaries

Per Board of Education Policy GBH

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's

age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student.

### Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members will be subject to disciplinary action for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.