

Welcome to the 2023-24 school year!

North Kirkwood Middle School “Need to Know” Document



11287 Manchester Road, Kirkwood, MO 63122

Phone: (314) 213-6100

Fax: (314) 213-6170

[North Kirkwood Middle School Website](#)

WHO SHOULD I CALL?!

Principal: Dana Liberton dana.liberton@kirkwoodschoools.org	(314)213-6100 ext. 7301
8th grade Assistant Principal: Jordan Hohm jordan.hohm@kirkwoodschoools.org	(314)213-6100 ext. 7303
7th grade Assistant Principal: Jen Hoell jennifer.hoell@kirkwoodschoools.org	(314)213-6100 ext. 7303
Secretary/Administrative Assistant: Melissa Dillon melissa.dillon@kirkwoodschoools.org	(314)213-6100 ext. 7301 Fax: (314)213-6170
Secretary/Attendance: Stefanie Watkins stef.watkins@kirkwoodschoools.org	(314)213-6100 ext. 7020 Fax: (314)213-6177
Secretary/Registrar: Alyssa Eddings alyssa.eddings@kirkwoodschoools.org	(314)213-6100 ext. 7303 Fax: (314)213-6165
Counseling Center Secretary: Sarah Grus sarah.grus@kirkwoodschoools.org	(314)213-6100 ext. 7041
Counselor; Grade 6: Lisa Owens lisa.owens@kirkwoodschoools.org	(314)213-6100 ext. 7042
Counselor; Grade 7: Justin Jansen justin.jansen@kirkwoodschoools.org	(314)213-6100 ext. 7043
Counselor; Grade 8: Michelle Fink michelle.fink@kirkwoodschoools.org	(314)213-6100 ext. 7040
Educational Support Counselor: Craig Walseth craig.walseth@kirkwoodschoools.org	(314)213-6100 ext. 7045
Nurse: MaryAnn Liebrock maryann.liebrock@kirkwoodschoools.org	(314)213-6100 ext. 7030
Cafe: (314)213-6100 ext. 7305	
First Student Transit: Local Bus Service	(314)965-6130
VICC Transportation Office	(314)721-8657
Missouri Central: VTS Bus Service	(314)535-7525

The best way to reach a teacher or staff member is by emailing them:
firstname.lastname@kirkwoodschoools.org. You can also call the main
office at (314)213-6100.

North Kirkwood Middle School Mission

North Kirkwood Middle School is a learning community where students are inspired to demonstrate kindness, compassion, and empathy as they generate original ideas and solve authentic problems to better their world. This work is rooted in a commitment to personal well-being and the mastery of essential academic skills.

North Kirkwood Middle School Vision

Every student – engaged, empowered and ready for success.

North's 23-24 Goals, aligned to the KSD Strategic Plan

- Ensure instructional practices are student-centered and responsive, yielding positive outcomes for all students
- Improve and implement policies, practices, and procedures to reflect a focus on equity, diversity, and inclusion
- Ensure and expand access to education; programs and opportunities to intentionally foster equitable readiness for all students
- Foster a climate of belonging and a culture of dignity across all Kirkwood Schools
- Establish processes and procedures to ensure each student, parent, guardian, and community member is welcomed, understood, and valued

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

NKMS TEAMS & STAFF

6 EAST

Ellie Lee	ELA
Jessica Langford	Math
Chris Reinagel	Science
Mark Decker	Social Studies
Amy Ulrich	Resource Teacher

6 WEST

Ann Brobbel	ELA
Michelle Tomlin	Math
Jenny Jacquin	Science
Daniel Livingstone	Social Studies
Catherine Stuckenschneider	Resource Teacher

6 CENTRAL

Kelly Anzalone	ELA/Social Studies
Jessica Stemmermann	Math/Science

7 EAST

Stephanie Lancaster	ELA
Alyssa Baumann	Math
Lisa Ziegler	Science
Heidi Gioia	Social Studies
Mary Nardi	Resource Teacher

7 WEST

Karen Ambuehl	ELA
Sarah Wurth	Math
Jason Moore	Science
Jen Siegel	Social Studies
Kelly Brown	Resource Teacher

7/8 CENTRAL

Matt Good	ELA
Maddie Osborne	Math
Jim Cibulka	Science
Emilee Madlinger	Social Studies

8 EAST

Tricia Owens	ELA
Taylor Lemmon	Math
Emily Goodman	Science
Darion Williams	Social Studies
Joey Bogdajewicz	Resource Teacher

8 WEST

Grace Dobson	ELA
Tammy Dowell	Math
Jonathan Hastings	Science
Kimberly Martin	Social Studies
Cecilia Title	Resource Teacher

SPECIAL SCHOOL DISTRICT

Sarah Giger	School Psychologist
Cindy Clote	S/L Pathologist
Leah Dunn	Occupational Ther.
Tanner Glaub	Adapted PE
Susan Long	Physical Therapist
Kyna McCoy	Paraprofessional
Emily Meuth	Area Coordinator
Karen Mogannam	Music Therapist
Emma Palreja	Social Worker
Caroline Wilson	Resource Teacher
Allison Witt	Paraprofessional
Jeremiah Enloe	Paraprofessional
Deb Baer	Paraprofessional

NKMS TEAMS & STAFF

ELL

Azniv Tcherkezian ELL Teacher

ENCORE

Logan Bosquet French
Justine Ulrich Art
Katherine Wager Spanish/Literacy
Quintina Baumann Spanish/Literacy
Leah Luciano Choir Director
Kevin Manwaring Engineering
Marco Mariscal German
Steve Schene Drama

WELLNESS

Dan Hohenstein PE/Wellness
Kristin Siebert PE/Wellness
Tim Timlin PE/Wellness
Beth Venturella PE/Wellness
Marvin Williams PE/Wellness

INSTRUCTIONAL SPECIALISTS & INTERVENTIONISTS

Sarah Boyd Math Spec.
Denise Ford SOAR/SS Teacher
Katie Hingle Reading Spec.
Emilie Lytton Social Worker
Christina Nicoletti Math Spec.
Lynn Orton Reading Spec.

INSTRUMENTAL MUSIC

Eric Chrostoski Band Director
Matt Banks Asst. Band Dir.
Sarah Klevorn Orchestra Dir.

DAYTIME CUSTODIAL STAFF

Lisa Butler Head Custodian
Michael Schweigler Custodian

LIBRARY MEDIA CENTER

Dan Borgmann Tech. Specialist
Brandy Fink Librarian
Pamela Sigsby Library Asst.

TEACHER ASSISTANTS

TBD ELA TA
Myra Ekram Social Studies TA
Georgina Avila Wellness TA
Kate Barton Building TA
Jennifer Krull Math TA
Alexandria DeBeer Science TA
Rachel Yamnitz Encore TA

MAIN OFFICE

Dana Liberton Principal
Melissa Dillon Admin. Assistant
Stefanie Watkins Admin. Assistant
Mary Ann Liebrock Nurse
Mike Riley Resource Officer

ASSISTANT PRINCIPAL'S OFFICE

Jordan Hohm Assistant Principal
Jen Hoell Assistant Principal
Alyssa Eddings Admin. Assistant

COUNSELOR CENTER

Lisa Owens Counselor (6)
Justin Jansen Counselor (7)
Michelle Fink Counselor (8)
Sarah Grus Counseling Asst
Craig Walseth Counselor (ESC)



NKMS CALENDAR

2023-2024

August 9	Orientation 10:00am - 6:00pm	Dec 21-Jan 1	Winter Break – No School
August 16	7 th /8 th Curriculum Night - 5:15pm	January 2	No School – Records Day
August 16	6 th Curriculum Night - 7:00pm	January 3	No School
August 22	First Day of School	January 10	8 th Grade Parent Night – KHS - 6:30pm
August 29	After School Activities begin	January 15	No School – MLK Day
August 31	Picture Day	January 31	PTO Meeting – 6:30pm
September 4	Labor Day – No School	February 7	Conferences – 4pm – 7:30pm
September 16	Greentree Parade	February 8	Virtual Conferences 4pm – 7:30
September 25	No School	Feb. 15 -17	Spring Musical
September 27	PTO Meeting – 6:30pm	February 16	No School – PD Day
Sept. 28 – 30	Fall Play	February 19	No School – Presidents Day
Sept. 28- Oct. 4	Book Fair	February 21	Festival of Bands – KHS - 7:30pm
October 4	6 th Grade Picnic – 5pm-7pm	March 3	Festival of Strings – KHS – 3:00pm
October 9-13	6 th Grade Camp	March 11-14	Pursuit Week
October 12	KHS Night for 7 th /8 th Grades	March 15	No School – PD Day
October 19	Picture Retakes	March 18–22	Spring Break – No School
October 20	No School – Conferences 12pm-3pm	March 25	No School
October 23	No School – Virtual Conferences 3pm- 7pm	April 2	No School – PD Day
October 25	Conferences 4pm – 7:30pm	April 17	PTO Meeting – 6:30pm
November 7	No School – PD Day	April 19	No School
November 8	Bandemonium – KHS – 6:30pm	May 1	Orchestra Concert – KHS – 6:30pm
November 9	Turkey Trot – 2:15 pm	May 10	8 th Grade Dance – 6:30-8:30 pm
November 15	NKMS Band Concert – KHS – 6:30	May 15	Band Concert – KHS – 6:30pm
Nov. 22 – 24	Thanksgiving Break – No School	May 16	Movin' in the Middle – 9am-11:15am
November 29	PTO Meeting - 6:30pm	May 21	8 th Grade Family Social 5:30pm-7:30pm
December 2	Trivia Night – 6:30pm	May 23	Last Day of School - Dismissal 11:25am
December 13	Orchestra Concert–KHS – 6:30pm		

NKMS ORIENTATION

WHERE? North Kirkwood Middle School Gym

WHEN? August 9th, 2023 from 10:00 AM – 6:00 PM

WHAT WILL STUDENTS DO AT ORIENTATION?

- Pick up their schedules – they can walk their schedule and find their classes.
- Receive their locker assignment and combination – they can practice opening the locker, put their supplies in their lockers and decorate!
- Have their school picture taken by Wagner Portrait Group.
- Check out the spiritwear available to purchase and/or order.

WHAT PARENTS WILL DO AT ORIENTATION?

- Turn in your child's updated immunization record (if needed).
- Order/buy NKMS Spiritwear – cash or check for on sight purchases.
- Sign up to volunteer. Opportunities available at the PTO table.
- Visit the computer kiosk to: purchase a yearbook, order spiritwear, pay the KSD activity fee (\$20). *A flyer will also be available with web addresses to complete these forms at home.*

WHAT IF YOU'RE UNABLE TO ATTEND ORIENTATION?

- Come by NKMS main office after August 10th, between 7:30 & 3:30 (office will be closed August 15th for district wide meetings) to pick up your schedule and flyer with purchase information, find your classes and locker.
- Have your school picture taken on August 31st during picture day.

School Supply Lists

ARRIVING AT SCHOOL

Students may enter the building at 7:45 am. Until then, car riders will remain in cars (parked in the lot); walkers will line up near the door.

At 7:45, the doors will open. Students can either go to breakfast* or report to their first class of the day.

**Breakfast is optional for all students and served from 7:45-7:55am. To order a breakfast, your child must have money in their [MySchoolBucks](#) account. To add funds to your student's account click on the "Meals" button on your homepage. On the next page you will be prompted to select a payment amount or you can add your own amount in the Other field. If you haven't done so yet, you will need to add a credit card to your account. Click continue to visit the review page and then click "Fund Now" to complete your purchase.*

DESIGNATED PARKING LOTS:

We highly encourage parents to use the following designated parking lots. If you have students in multiple grade levels, please choose the most convenient parking lot to use.

- 6th grade – Manchester Lot
 - 7th grade – Mid-Meadows Lot
 - 8th grade – Ruth Lot
- See next page for map.*

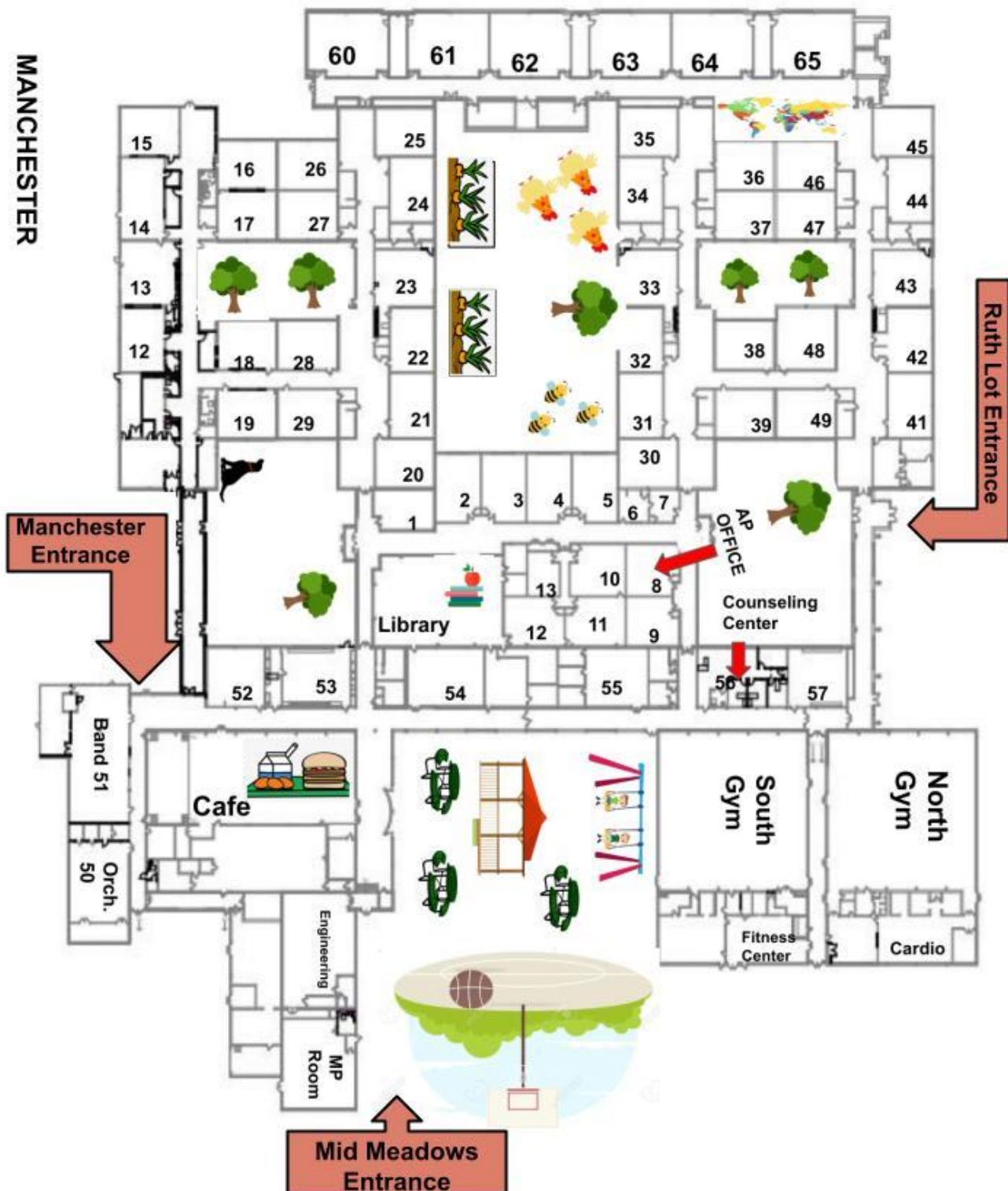
DISMISSAL

- After school, parents are encouraged to find a parking spot in the grade level assigned lot (see above) and wait outside your car for your child.
- At 2:55, bus riders will be released. Everyone else is dismissed at 3:00. Please be patient. With the routine we have in place, everyone should be out of the parking lots by 3:10.
- **Parking is limited.** We HIGHLY encourage parents to plan carpooling with others if at all possible or designate a meeting spot to pick your student up off-campus. Students are also encouraged to ride their bikes and to lock them at a designated rack near each entrance/exit.

DESIGNATED PARKING LOTS:

Please be cautious of students in the parking lot!

И 4 C 2



M - D M E A D O W S

ATTENDANCE

We understand there are some instances when a student has to miss school. Parents and guardians are asked to call in each day their child will not be attending school. Please note: students must be at school in order to attend any after-school activity or ceremony.

If a student is ill, parents are asked to call the school's attendance office at (314)213-6100 extension 7020 before 8:00AM on the day a student is absent and provide a reason for the absence.

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 (diarrhea or vomiting) have subsided for 24 hours.

Students have a five minute transition period between each class, which is longer than necessary for any given walk between classes (we timed it!). Students who accrue 5+ tardies in a quarter will be meet with their counselor or administrator to determine the root cause of the tardies. If they continue to be tardy, the administrator will assign lunch detentions or Power Hour (after-school detention).

SIGN-IN & SIGN-OUT PROCESS

SIGN-IN

All students who arrive late to school (after 8:10 AM) should report to the **main office** to sign-in. The students will receive a ehallpass from a secretary and be expected to go directly to their locker and then to class.

SIGN-OUT

Parents/Guardians must sign out their child in the main office.

Students returning to school after an appointment are to sign-back-in with the main office where they will receive a pass admitting them back to class.


SCHEDULED DISMISSAL/ABSENCE

If a student brings a valid note for early dismissal, it should be taken to the main office before school so a pass can be issued noting the time of dismissal.

DAILY SCHEDULE

7:45	Building opens. Students proceed to 1st class of the day.
7:55	Warning bell
8:00	Classes begin
2:55	Bus riders dismissed
3:00	School Ends
4:00	Activity Dismissal Bell
4:05	*Activity Bus Leaves

** Activity bus available Tuesdays, Wednesdays, and Thursdays for students who qualify for a bus.*



DAILY SCHEDULE		
6TH GRADE	7TH GRADE	8TH GRADE
6th Grade (M/T/F) 8:00-8:55 (A+1st Period) 9:00-9:50 (2nd Period) 9:55-10:45 (3rd Period) 10:50-11:40 (4th Period) 11:45-12:35 (5th Period) 12:35-1:05 (Lunch) 1:10-2:00 (6th Period) 2:05-3:00 (7th Period)	7th Grade (M/T/F) 8:00-8:50 (1st Period) 8:55-9:50 (A+2nd Period) 9:55-10:45 (3rd Period) 10:45-11:15 (Lunch) 11:20-12:10 (4th Period) 12:15-1:05 (5th Period) 1:10-2:00 (6th Period) 2:05-3:00 (7th Period)	8th Grade (M/T/F) 8:00-8:50 (1st Period) 8:55-9:45 (2nd Period) 9:50-10:45 (A+3rd Period) 10:50-11:40 (4th Period) 11:40-12:10 (Lunch) 12:15-1:05 (5th Period) 1:10-2:00 (6th Period) 2:05-3:00 (7th Period)
6th Grade (Wed. Block) 8:00-8:25 (A+Homeroom) 8:30-9:55 (1st Period) 10:00-11:25 (3rd Period) 11:30-12:25 (5th Period) 12:25-12:55 (Lunch) 1:00-1:30 (5th Period) 1:35-3:00 (7th Period)	7th Grade (Wed. Block) 8:00-8:25 (A+Homeroom) 8:30-9:55 (1st Period) 10:00-10:45 (3rd Period) 10:45-11:15 (Lunch) 11:20-12:00 (3rd Period) 12:05-1:30 (5th Period) 1:35-3:00 (7th Period)	8th Grade (Wed. Block) 8:00-8:25 (A+Homeroom) 8:30-9:55 (1st Period) 10:00-11:25 (3rd Period) 11:30-1:30 (5th Period) 11:25-11:55 A Lunch(Sci/SS) 11:55-12:25 B Lunch(ELA/M) 1:35-3:00 (7th Period)
6th Grade (Thurs. Block) 8:00-8:35 (A+CLC lesson) 8:40-10:05 (2nd Period) 10:10-11:35 (4th Period) 11:40-12:35 (6th Period) 12:35-1:05 (Lunch) 1:10-1:40 (6th Period) 1:45-3:00 (WIN)	7th Grade (Thurs. Block) 8:00-8:35 (A+CLC lesson) 8:40-10:05 (2nd Period) 10:10-10:45 (4th Period) 10:45-11:15 (Lunch) 11:20-12:10 (4th Period) 12:15-1:40 (6th Period) 1:45-3:00 (WIN)	8th Grade (Thurs. Block) 8:00-8:35 (A+CLC lesson) 8:40-10:05 (2nd Period) 10:10-11:35 (4th Period) 11:40-1:40 (6th Period) 11:35-12:05 A Lunch (ELA/M) 12:05-12:35 B Lunch (SS/SCI) 1:45-3:00 (WIN)

AWARDS

We have the **greatest** kids around! There are a number of ways that students are positively recognized.

Braggin' Bulldog Luncheon:

Dr. Liberton, Mr. Hohm, and Dr. Hoell will host a quarterly Braggin' Bulldog Luncheon. Each staff member has the opportunity to select one student who exhibits responsibility for their learning, character, respect, and relationships.

Gold N Award:

This scholastic award is given to all NKMS grade 8 students who have earned an average rubric score of 3.4 or above. The score is calculated after the third quarter of grade 8. Gold N recipients are honored at a celebration.

Positive Referrals:

When a student is seen going above and beyond in any of the R-4 traits, a staff member has the opportunity to write a Positive Referral. The student receives a copy of the referral (and so do parents/guardians!), and his or her name is placed on a Bulldog Paw Print to be displayed on the main hallway bulletin board.

BEHAVIORAL EXPECTATIONS

At NKMS we are all about Character, Learning, and Community – the CLC.

Character: who you truly are

Character is made up of your values, beliefs, and behaviors. It includes qualities like honesty, kindness, respect, responsibility, and fairness. Developing good character helps you make wise choices, treat others well, and become a trustworthy person.

Learning: your habits, skills, and knowledge

Learning is about being organized, managing your time well, and setting goals while also tracking your progress toward those goals. It's about paying attention in class, asking questions when you need help, studying, and not giving up when things get tough. Developing good learning habits helps you become a more focused and successful learner.

Community: the people and the place of NKMS

Being responsible for your community means treating people well, contributing to your classes, and taking care of the building. It means that we look out for each other, we have fun together, we keep each other safe, and we protect the physical and emotional well-being of all community members.

Behavior Strands - Report Card

On your student's report card, you'll see scores for each of the behavior strands listed below. Please see the indicators under each strand. These are the qualities looked for when scoring.

Character and Compassion			
Beginning	Approaching	Meeting	Extending
Student has not yet demonstrated character and compassion in a variety of situations.	Student sometimes demonstrates character and compassion in a variety of situations.	Student often demonstrates character and compassion in a variety of situations.	Student almost always demonstrates character and compassion in a variety of situations.
Possible Indicators of Character and Compassion: <ul style="list-style-type: none"> • Student treats others with kindness • Student volunteers to help others • Student seeks to understand other perspectives • Student demonstrates care for classroom and district property 			

Learning and Perseverance			
Beginning	Approaching	Meeting	Extending
Student has not yet demonstrated being able to work through challenges to accomplish a goal or take responsibility for learning.	Student sometimes demonstrates being able to work through challenges to accomplish a goal and/or take responsibility for learning.	Student often demonstrates being able to work through challenges to accomplish a goal and takes responsibility for learning.	Student almost always demonstrates being able to work through challenges to accomplish a goal and takes responsibility for learning.
Possible Indicators of Learning and Perseverance : <ul style="list-style-type: none"> • Student submits quality work on-time • Student responds well to feedback and uses it to improve • Student arrives on-time and prepared for class • Student accepts challenging work and strives to learn from it 			

Community and Teamwork			
Beginning	Approaching	Meeting	Extending
Student has not yet demonstrated being able to work in a group setting or build connections with others.	Student sometimes demonstrates being able to work in a group setting and build connections with others	Student often demonstrates being able to work in a group setting and build connections with others	Student almost always demonstrates being able to work in a group setting and build connections with others
Possible Indicators of Teamwork and Relationships <ul style="list-style-type: none"> • Student makes an effort to build connections • Student listens to others' ideas and praises others' contributions • Student contributes appropriately during lessons/activities 			

BEHAVIORAL EXPECTATIONS – ELECTRONICS & NON-EDUCATIONAL ITEMS

Cell phones must be off and stored in a student's locker from arrival to dismissal. They may not be used throughout the day. Infractions will result in cell phones being confiscated and stored in the office. Parents may be asked to retrieve the cell phone. If a student needs to get ahold of their parent or guardian, we have phones in each office. Students are not to bring, buy, sell, or trade non-educational items at school. Items such as iPods, cell phones, and electronic games in use will be confiscated and may be picked up from the office at the end of the school day.

Please note: No AirPods or other Bluetooth headphones - only corded headphones will be allowed. This ensures that headphones are being used for the right tool and helps to eliminate distractions.

COUNSELING SERVICES

North Kirkwood Middle School's **incredible** counselors are assigned to each grade and meet 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. Contact educational support counselor [Craig Walseth](mailto:craig.walseth@kirkwoodschools.org) by email or at 314.213.6100 extension 7045 for more information.

Counseling Center Secretary: Sarah Grus
sarah.grus@kirkwoodschools.org

(314)213-6100 ext. 7041

Counselor; Grade 6: Lisa Owens
lisa.owens@kirkwoodschools.org

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justin.jansen@kirkwoodschools.org

(314)213-6100 ext. 7043

Counselor; Grade 8: Michelle Fink
michelle.fink@kirkwoodschools.org

(314)213-6100 ext. 7040

Educational Support Counselor: Craig Walseth
craig.walseth@kirkwoodschools.org

(314)213-6100 ext. 7045

DISCIPLINE

It takes all of us to make North the best we can be! Our goal when a student falls short of following expectations is to teach them how to make amends, restore relationships, and get back on track. It takes the whole team – students, parents, guardians, and school staff – to be the best North.

Early offenses for minor infractions will be handled at the teacher's discretion and could include:

- A conference with the student
- A call to the student's guardians
- A referral to the school counselors
- A referral to the school principals for further consequences (see below)

Major behavioral issues will be reported directly to the building principals. This includes fighting, drug or alcohol use, vandalism, sexual harassment, verbal abuse, and bullying / harassment. Consequences are aligned to the district's handbook and could include:

- A conference with the student
- A call to the student's guardians
- A referral to the school counselors
- Loss of privileges
- In or out of school suspensions

DRESS STANDARDS – CLOTHING

Dress Code

Our first priorities at North are safety and academics. It is not our goal to enforce a strict dress code as we understand that a student's dress is often part of proclaiming his/her identity, but it is our duty to eliminate inappropriate clothing.

- No inappropriate messages: nothing about alcohol, drugs, profanity, violence or sexually inappropriate content. This keeps school safe for everyone.
- Hoodies are awesome. Just keep the hood down. This is related to school safety -- we need to know who everyone is, and hoods make it hard to do that.
- Clothes need to cover undergarments. Shirts and shorts need to be of a reasonable length.

We have agreed to the following sequence of events should students not comply with the above requests:

1. The staff member will give a student a choice: fix the problem with their own clothing or fix the problem with clothing provided by the counselors.
2. If the issue is not remedied or there is a second infraction, parents will receive a phone call from the staff member for alternate clothing to be brought to school.
3. Continued infractions will result in a referral to the office for disciplinary measures.

GRADING PRACTICES

A quick note – if you don't understand standards-based grading, you aren't alone. Ask other parents or your student's teacher. Throughout the quarter students will receive extensive feedback regarding their progress toward attaining essential skills in each content area using a Standards Based Grading System. At the conclusion of each quarter, the rubric scores become summative (final); until then, they are formative (informational and in-progress). Only Average Rubric Scores will be posted.

Parent Internet Viewer – use this often!

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 username and password that are issued to parents by the school office. If you are unable to access report cards via Infinite Campus, please complete the request form to receive paper copies in the mail.

Parents are to be verbally notified by team/teacher prior to posting quarterly grades if:

1. A student is consistently receiving rubric scores of a 2 or below.
2. A student's performance has dropped by more than one numeric rubric score since the previous grading period (ie. from 4's to 3's).

Rubric Average	Definition
3.4 - 4.0	The student meets and frequently surpasses defined standards and expectations illustrated by higher level thinking, in-depth inferences and applications.
2.7 - 3.3	The student meets defined standards and expectations.
2.0 - 2.6	The student is nearing defined standards and expectations, but not demonstrating secure performance with standards and expectations.
1.0 - 1.9	The student struggles to meet defined standards and expectations.
Below 1.0	The student has demonstrated little measurable competence.
0	The teacher does not have enough evidence to make an accurate assessment of the student's competence.

GRADE REPORT SCHEDULE

October 25:	1 st quarter report cards on Infinite Campus
January 5:	2 nd quarter report cards on Infinite Campus
March 14:	3 rd quarter report cards on Infinite Campus
May 24:	4 th quarter report cards on Infinite Campus

HOMEWORK

At North Kirkwood Middle School, work done at home is an important part of a student's educational development. The purpose of assignments includes: extending the practice of skills, reviewing material, extending the classroom learning, or completing a project. You should expect your child to devote an average of one hour 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.

If your child is constantly spending more than one hour, please reach out to a team teacher. We are committed to helping students have balance in their lives.

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 emailed at any time with questions.

Making up Missing Work

Students who are absent from school must check with their teachers for make-up assignments. Most can be accessed via Schoology. Students who are ill for more than three days should contact the teachers or office for missed assignments. Assignments can be picked up at the main office after 3:15 p.m.. Students are encouraged to call other students on their team to keep current when it is necessary to miss fewer than three days.

Suspension Homework

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

LIBRARY SERVICES

We have an incredible school library! All students are encouraged to use the library between 8:00 a.m. and 3:00 p.m. When not accompanied by a teacher, each student must have a pink slip or pass. 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.

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. There are no daily overdue fines, but students may not check out new books or magazines if they have overdue books.

Standard check-out period is two weeks. Books may be renewed if no other students 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.

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

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

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

LOST AND FOUND

It is very helpful if you mark coats, lunch boxes, etc., with your child's name – that way, we can return a lost item directly to your child. The Lost and Found is located in the cafeteria. Some objects of value may also be kept in the office. Students who have lost something should check with their teacher, the Lost and Found, and the office as soon as possible. Any student finding an object of value should turn it into the office immediately. Students are encouraged to check often when missing an item. Any item that is not picked up within a reasonable amount of time will be appropriately discarded.

Coats and Backpacks:

For security reasons, NKMS students are not allowed to wear large coats in the classroom or bring backpacks into the classroom. Students are required to place coats and backpacks in their lockers prior to going to class at 8:00 a.m.

LUNCHES

Our providers at Chartwells have been working hard remodeling the physical kitchen space as well as increasing the options available for purchase! See prices below for the 23-24 school year.

Base Lunch Price: \$3.50



Snacks:	Price:	Beverages:	Price:
Assorted Cookies (1.5oz)	\$0.60	Assorted Milk	\$ 0.70
Assorted Cereal	\$1.20	100% Juice 4oz	\$ 0.70
Assorted Muffins (2oz)	\$1.20	Izze Sparkling Juice	\$ 1.80
Assorted Pop-Tarts	\$1.20	Capri Sun 100% Juice	\$ 1.20
Fruit Snacks	\$1.10	100% Juice 10oz	\$ 1.50
Assorted Chips - (Reduced Fat or Baked)	\$1.30	100% Fruit Juice Slushies	\$ 1.75
Sides (Breads, Fruits & Vegetables)	\$1.00		
Yogurt Cup (4oz)	\$1.20		
Bagel with cream cheese	\$1.20		
String Cheese	\$1.20		
Mini Rice Krispy Treats	\$0.25		
Rice Krispy Treats (1.41oz)	\$1.50		
A la Carte Entrée Base- (Sono, Tomato, Grilled Express, On the Go)	\$2.65		
A la Carte Entrée Tier 1- (Upgraded Grilled Express, Create)	\$3.10		
A la Carte Entrée Tier 2- (Asian Nation)	\$3.35		

NURSES OFFICE

All medication must be kept in the nurse's office.

- This includes all over the counter medications, such as Tylenol, Ibuprofen, Advil, etc.
- Students needing to take medication at school must have a form on file in the nurse's office.
- Inhalers may be carried by the student. Documentation must be provided to our school nurse.

NURSES OFFICE CONT'D

TOO SICK FOR SCHOOL?

If you respond YES to any of the following questions, please stay home and contact the school immediately:

1. Do you have a new fever (100.4° F or higher) or a sense of having a fever?
2. Do you have a new cough that you cannot attribute to another health condition?
3. Do you have new shortness of breath that you cannot attribute to another health condition? Have you lost any sense of smell or taste?
4. Do you have a new sore throat that you cannot attribute to another health condition?
5. Do you have new muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?

PARENT TEACHER CONFERENCES

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

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

October 20:	In-Person Parent conferences 12:00 PM - 3:00 PM
October 23:	Virtual parent conferences 3:00 PM - 7:00 PM
October 25:	In-Person Parent conferences 4:00 PM - 7:30 PM
February 7:	In-Person Parent conferences 4:00 PM - 7:30 PM
February 8:	Virtual parent conferences 4:00 PM - 7:30 PM

Registration for Parent-Teacher Conferences will happen on MyConferenceTime – links will be sent out via the weekly Wednesday newsletter.

PARENT TEACHER ORGANIZATION (PTO)

Our PTO is very active and incredibly supportive. They celebrate and support our teachers and they make school events happen that otherwise wouldn't be possible. All parents or guardians are invited to attend and are encouraged to participate in our active Parent-Teacher Organization. Meetings will be held in the North Kirkwood Middle School Library.

PTO Meetings

Wednesday, September 27 at 6:30 p.m.

Wednesday, November 29 at 6:30 p.m.

Wednesday, January 31 at 6:30 p.m.

Wednesday, April 17 at 6:30 p.m.

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

1. Host parent socials, including Trivia Night
2. Host orientations
3. Host parent education events
4. Plan and implement student dances/socials
5. Plan and implement graduation celebrations
6. Provide funding for field trips
7. Provide scholarships for teachers' classrooms

SCHOOL CLOSINGS, DELAYED OPENINGS, EARLY DISMISSALS

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

The notification to cancel or delay school will also be posted on the [Kirkwood School District website](#), [District Facebook page](#), and Tweeted on the District's twitter handle which is @kwoodschoools.

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

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

AM Radio: KMOX 1120

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

No announcement means schools operate on regular schedules.

SCHOOL CLOSINGS, DELAYED OPENINGS, EARLY DISMISSALS CONT'D

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:

North Kirkwood Middle School will begin school at 10:00 a.m.

SCHOOLGY

We understand it can be difficult to find information about school, and nobody wants to juggle four or five resources to get what you need. Schoology will become your best source of information about learning – and allow families to view your child's work and see feedback being provided by teachers. Not all student learning will flow through Schoology, but you'll have access to digital work, your child's assignment calendar, and classroom notifications. Families will even be able to message directly with teachers within your Schoology account.

Have your Parent Access code and ready to get started? Parents and guardians can Activate their Schoology **online by clicking here.**

STUDENT ACTIVITIES

Intramurals, Clubs And After-School Activities:

The Student Activities program represents a key component of the middle school curriculum. Activities focus on the development of social and physical skills and provide a wide range of activities that are based upon the interests and physical needs of middle school students.

All students who plan to stay for an after-school activity will need to pay a one-time “Activity Fee” of \$20. The activity fee is \$10 for students who qualify for free or reduced-price meals. To pay fees online, please access the www.myschoolbucks.com portal.

After-school Activities

Activity days and times are Tuesday, Wednesday, and Thursday from 3:10-4:00. Bus transportation is provided to students eligible for regular bus services. After school activities begin Tuesday, September 5.

Every morning, an email will be sent to students with the activities for the day. Students must sign-up by 1pm in order to attend an after-school activity. Your student can find the activity calendar on NKMS' website (www.kirkwoodschoools.org/nkms) to plan ahead.

Some examples of activities we will offer this year: Intramurals like basketball, volleyball, and soccer, Art Club, Books and Board Games Club, and academic labs to help your students stay on top of their work.

Students can create clubs, too! They just need to find other kids who want to join and an adult to sponsor. If they can't find a sponsor but want to start a club, they should talk with their counselor. Many of our most popular clubs have been student-created!

Students can attend one or all of the days an activity is offered. With only a few exceptions (like 8th grade basketball or a closed team like Robotics), all activities are open to any student.

The activities calendar is published on our website and is highlighted in every Wednesday newsletter.

STUDENT ACTIVITIES CONTINUED

Literacy Lab: Literacy Lab will be offered every Wednesday and Thursday for students who need help and/or time to complete work.

Math Lab: Math Lab will be offered on Tuesdays throughout the school year.

Power Hour: Power Hour is an after-school detention that can be assigned for missing work, tardies, or behavior. Students will often have an assignment to reflect on the infraction that resulted in Power Hour.

School Socials: Dances are for NKMS students only and all school rules and consequences apply. School dances are run by our PTO, and they are always interested in more parent volunteers.

- a. **Winter Social:** January 19 in the North Kirkwood Cafeteria
1:30 PM – 3:00 PM – 6th Grade
6:00 PM – 8:00 PM – 7th/8th Grade
- b. **Grade 8 Dance:** May 10 in the North Kirkwood Cafeteria
6:00 p.m. – 8:00 p.m.

Special Note:

- *Students who spend the day in North Intervention Center are not permitted to stay after school for any activity on that day.*
- *Students serving an out-of-school suspension are prohibited from attending all activities during the suspension.*
- *Students receiving disciplinary referrals resulting in North Intervention Center or out-of-school suspension within 30 days of dances or field trips may be prohibited from attending the upcoming events.*

Plan ahead for these intramurals:

9/5, 9/6, 9/7 – Gaga Ball

9/12, 9/13, 9/14, 9/19, 9/20, 9/21 – Lacrosse

9/26, 9/27, 9/28, 10/3, 10/4 – Wrestling

10/5 – North v. Nipher Wrestling meet at KHS

Other things to look forward to in first semester:

- Running Club in late October and early November. This leads into the Turkey Trot on 11/9 at 1:30pm.
- Volleyball in late November and December. This leads into the 8th grade North v. Nipher volleyball games at 3:15pm at Nipher on 12/14.

Lots of fun ahead!